

# Corporate & Continuing Education Center

Expect  
Excellence

*SPRING 2015*

## Project Management Certificate Program

Manage your projects like a pro

Enroll in a free information  
session today. Page 18.

CASCADIA  
COLLEGE

BOTHELL

[www.cascadia.edu/ccec](http://www.cascadia.edu/ccec)

## OUR MISSION

We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.

- Professional Development
- Customized Training
- Small Business Acceleration
- Personal Interest

## BACHELOR OF ARTS IN MANAGEMENT (BAM)



Customizable education programs that lead toward a Bachelor of Arts in Management – Organizational Excellence Degree through a partnership between EvCC and City University of Seattle

### JUMP START YOUR CAREER

- Receive up to 45 college credits for previous documented industry trainings and other classes
- Earn professional certificates first, and stack your education to earn your degree

*Attend an information session to get started now!*

Questions? Email [SkillForce@everettcc.edu](mailto:SkillForce@everettcc.edu) or [www.EverettCC.edu/BAM](http://www.EverettCC.edu/BAM)

## Contact Corporate & Continuing Education Center

Corporate & Continuing Education Center office is located at:  
2333 Seaway Boulevard, Everett, WA 98203.

### Office Hours:

7am–7pm, Monday–Thursday | 7am–5pm, Friday | 8am–12pm, Saturday

Customer Service and Registration  
[learn@everettcc.edu](mailto:learn@everettcc.edu)  
425.267.0150

Customized Training  
[trainingsolutions@everettcc.edu](mailto:trainingsolutions@everettcc.edu)  
425.267.0162

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# Did You Know?

Cascadia College and EvCC's Corporate & Continuing Education Center have partnered together to offer courses and certificates to individuals who live and work in the cities of Bothell, Mill Creek, Woodinville, Kirkland, Redmond, and surrounding areas.

***We have over 70 courses offered at Cascadia College located in Bothell this winter.***

Individual courses and certificates are offered in the following topics:

- Aerospace & Manufacturing
- Business & Professional Development
- Computer & Information Technology
- Personal Interest

***Bothell courses are listed throughout the schedule with a gray box. Below is an example of what a course looks like with two separate locations.***

**WordPress (1.2 CEUs)**

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

ETW 0010-0451	J. AGUILERA	Bothell, CCE-201
3 Thursdays	Jul. 15 - Jul. 29	5:00 - 9:00PM
ETW 0010-0451	J. AGUILERA	CCEC, Everett, 115
2 Saturdays	Aug. 9 - Aug. 16	9:00AM - 4:00PM

*This course is held at Cascadia College in Bothell.*

*This course is held at Everett Community College's Corporate & Continuing Education Center in South Everett.*

***It's easy to sign up for any course offered in Bothell or at Everett Community College***

**Online:** [www.EverettCC.edu/CCEC](http://www.EverettCC.edu/CCEC) **Phone:** 425.267.0150 **In Person:** 2333 Seaway Blvd., Everett, WA 98203

***There are no added costs for parking in either location!***

[www.EverettCC.edu/CCEC](http://www.EverettCC.edu/CCEC)

Every effort is made to ensure that the information and fees in this publication are accurate. However, changes and corrections do occur. Therefore, the provisions of this publication are not to be construed as a contract between the student and Everett Community College Corporate and Continuing Education Center. The College reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes may apply not only to prospective students, but also to those currently enrolled. Advance notification will be given to students whenever possible.

CORPORATE AND CONTINUING EDUCATION CENTER Schedule (USPS 024-884, Vol. 7, No. 4) is published quarterly by Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390. Periodicals postage is paid at Everett, WA. Postmaster: Send address changes to Corporate & Continuing Education Center c/o Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390.

# Certificates Certifications



## Certificate Programs

- C# Certificate, page 11
- Electronics & Troubleshooting, page 7
- High Performance Management, page 13
- Human Resources Management, page 14
- Lean Six Sigma Green Belt, page 16
- Manufacturing Operations, page 5
- Project Management, page 18
- SQL Server Developer, page 9

## Certifications

- Certified IPC Specialist (Soldering), page 6
- Flagging & Traffic Control, page 20
- Personal Trainer, page 21

### Attend a FREE information session

Contact our customer service team at [learn@everettcc.edu](mailto:learn@everettcc.edu) or by calling (425) 267-0150 to register.

#### Aviation Ground School - Private Pilot .....page 5

- Wednesday, March 11, 5:00 - 7:00PM, Everett

#### SQL Server Developer Certificate .....page 10

- Saturday, March 23, 7:00 - 8:00PM, Bothell

#### High Performance Management Certificate .....page 13

- Tuesday March 10, 6:00 - 7:30PM, Bothell
- Monday March 16, 6:00 - 7:30PM, Everett
- Monday June 22, 6:00 - 7:30PM, Everett
- Thursday June 25, 6:00 - 7:30PM, Bothell

#### Lean Six Sigma Green Belt Certificate .....page 16

- Tuesday March 17, 2015, 6:00 - 7:30PM, Bothell
- Thursday March 19, 2015, 6:00 - 7:30PM, Everett
- Tuesday June 23, 2015, 6:00 - 7:30PM, Bothell
- Wednesday July 8, 2015, 6:00 - 7:30PM, Everett

#### Electronics & Troubleshooting .....page 7

- Tuesday, March 17, 5:00 - 6:00PM, Everett

#### C# Certificate .....page 11

- Friday, March 27, 5:30 - 6:30PM, Bothell

#### Human Resources Management Certificate .....page 14

- Monday March 9, 2015, 6:00 - 7:30PM, Everett
- Thursday March 19, 2015, 6:00 - 7:30PM, Bothell
- Thursday June 25, 2015, 6:00 - 7:30PM, Everett
- Monday June 29, 2015, 6:00 - 7:30PM, Bothell

#### Project Management Certificate .....page 18

- Wednesday March 11, 2015, 6:00 - 7:30PM, Bothell
- Wednesday March 18, 2015, 6:00 - 7:30PM, Everett
- Tuesday June 30, 2015, 6:00 - 7:30PM, Everett
- Thursday July 9, 2015, 6:00 - 7:30PM, Bothell

## Aviation Ground School

### FREE Information Session:

#### Aviation Ground School- Private Pilot

ITEM 9393-B454 O. NAIMI CCEC-Everett, 117  
1 Wednesday Mar. 11 5:00 - 7:00PM

#### Aviation Ground School- Private Pilot (6.0 CEUs)

Concepts and practical applications to prepare student for beginning private pilot flight lessons or review. Course covers aerodynamics, weather, navigation, airport/airspace operations, communications and Federal Air Regulations. Certificate provided to take FAA written exam upon successful completion. Fee includes course book, text book, FAR's, AIM, Private Pilot test guide book, plotter, mechanical flight computer and chart. May qualify for Boeing Learning Together program. Fee \$465

ITEM 9392-B454 O. NAIMI CCEC-Everett, 239  
20 sessions T/Th Apr. 7 - Jun. 11 10:00AM - 1:00PM  
ITEM 9390-B454 O. NAIMI CCEC-Everett, 239  
20 sessions T/Th Apr. 7 - Jun. 11 5:00 - 8:00PM

## Manufacturing Operations Management Certificate

### Inventory Management Essentials (3.0 CEUs)

**NEW**

The APICS Principles of Inventory Management will impart an operational knowledge and understanding of inventory management principles and techniques, roles and responsibilities, and the impact that inventory can have on a business. This is the recommended starting point for the Managing Operations Certification Program. Required Workbook: *Principles of Inventory Management Participant Workbook* v2.0. Books can be ordered through APICS, [www.apics.org](http://www.apics.org), or call: 1-800-444-2742. Fee \$1,325

ITEM 9855-B454 W. LATHAM CCEC-Everett, 117  
8 sessions M/T/W/Th Mar. 23 - Apr. 2 10:00AM - 1:45PM

### MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE ELECTIVES

#### Managing Small Projects (.6 CEUs)

See page 19 for course description and details.

#### Root Cause Analysis & Investigation (.6 CEUs)

See page 17 for course description and details.

### High Performance Management Essentials (1.5 CEUs)

See page 13 for course description and details.

### Project Team Management (1.5 CEUs)

See page 18 for course description and details.

### Principles of Operations Planning (3.0 CEUs)

**NEW**

The APICS Principles of Operations Planning course imparts a fundamental knowledge and understanding of the basic inventory planning principles and techniques that are used at each level in the planning process, from strategic to tactical. Recommended Prerequisite: Inventory Management Essentials. Required Workbook: *Principles of Operations Planning Participant Workbook*. Workbook can be ordered through APICS, [www.apics.org](http://www.apics.org), or call: 1-800-444-2742. Fee \$1,325

ITEM 9856-B454 W. LATHAM CCEC-Everett, 238  
8 sessions T/W/Th/F Apr. 7 - 17 10:00AM - 1:45PM

### Principles of Manufacturing Management (3.0 CEUs)

**NEW**

The APICS Principles of Manufacturing Management course aims to provide fundamental knowledge and understanding of the core concepts necessary to effectively managing activities related to planning, scheduling, and controlling manufacturing processes. Recommended Prerequisite: Principles of Operations Planning. Required Workbook: *Principles of Manufacturing Management Participant Workbook*. Workbook can be ordered through APICS, [www.apics.org](http://www.apics.org), or call: 1-800-444-2742. Fee \$1,325

ITEM 9857-B454 W. LATHAM CCEC-Everett, 239  
8 sessions M/T/W/Th Mar. 23 - Apr. 2 2:30 - 6:15PM

### Principles of Managing Operations (3.0 CEUs)

**NEW**

The APICS Principles of Managing Operations course aims to provide fundamental knowledge and understanding of the core concepts necessary to effectively manage activities related to process management, project management, and information technology support for production and distribution. Recommended Prerequisite: Principles of Manufacturing Management. Required Workbook: *Principles of Managing Operations Participant Workbook*. Workbook can be ordered through APICS, [www.apics.org](http://www.apics.org), or call: 1-800-444-2742. Fee \$1,325

ITEM 9858-B454 W. LATHAM CCEC-Everett, 109  
8 sessions T/W/Th/F Apr. 7 - 17 2:30 - 6:15PM

## Meet Your Instructor



William (Bill) Latham

- *Inventory Management Essentials*, pg. 5
- *Principles of Operations Planning*, pg. 5
- *Principles of Manufacturing Management*, pg. 5

Mr. William F. Latham, CFPIM, CIRM is an educator, trainer, seminar presenter and management consultant with experience in implementations and customer support for customers around the world. His rich and diverse professional experience provides a solid foundation for understanding business and manufacturing processes. With over 28 years of hands-on experience as a practitioner in Purchasing, Production Scheduling and Materials Management, Bill has attained a high level of expertise.

One of the APICS nationally recognized "Master Instructors," Bill has demonstrated a mastery of the training and education process. He brings his knowledge of a broad range of manufacturing environments and industries to his classes, seminars and clients.



## Meet Your Instructor



Gary Hills

• **Project Management Essentials,**  
pg. 18

• **Project Planning & Scheduling**  
**Techniques, pg. 18**

Gary B. Hills, PMP is a project management professional with over 30 years of project management experience in business, acquisition, engineering, test and evaluation, and education. Over the past 15 years, he has taught essential project management principles to students and corporate managers from around the world in assorted classroom, seminar, and distance learning formats.

Gary is a highly qualified professional who can apply practical project experience to any organization or activity. His diverse work experience spans a wide variety of career assignments to include program management, project management, aircraft acquisition, risk management, strategic and operational planning, systems engineering, flight test engineering, and test and evaluation management. He has served as a key member in many project and risk management teams and has played a major role in implementing government acquisition reform initiatives in several key government programs. He is well versed in government processes and understands the administrative and technical sides of business, project, and program management.

## Soldering and Inspection Certifications

**Lead Free Hands On Soldering Training and Assembly (1.6 CEUs)**

This course is designed to provide basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. Topics include an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40% lecture and 60% hands-on exercises. Certificate granted upon successful completion of all modules. Each module includes comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee \$330

ITEM 9129-B454-	K. KUHN	CCCE-Everett, 240
M/T/W/Th	Mar. 23 - 26	3:00 - 7:00PM
ITEM 9146-B454	K. KUHN	CCCE-Everett, 240
2 Saturdays	Apr. 18 - 25	8:00AM - 5:00PM

**Wire and Cable Harness Assembly with IPC/WHMA-A-620 Certification (4.0 CEUs)**

This combined course will develop or enhance skills needed in the field of Mechanical Assembly and Cable Harness manufacturing. Course topics include cable and connector identification, crimping, interconnect requirements, splicing, wire preparation and tinning, cable dressing and retention, routing requirements, marking, identification, and cable testing. The IPC/WHMA-A-620 certificate, which has become the most important process, materials and inspection standard for the cable and wire harness industry. Developed with support of the Wire Harness Manufacturer's Association, this standard has earned an international reputation as the source for end-product acceptance and includes lead free for terminal soldering criteria. The CIS program provides individuals

**Washington Association of Building Officials (WABO) Testing** is available to welding program students and to the general public every Friday by appointment. You must schedule an appointment by calling 425-388-9096.

For more information, go to:  
[everettcc.edu/manufacturingcert](http://everettcc.edu/manufacturingcert)

with a portable credential that represents their understanding of IPC/WHMA-A-620, and offers recognition, legitimacy and value throughout the electronics industry. This training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions for wire harness and cable assemblies. Fee \$895

ITEM 9150-B454	K. KUHN	CCCE-Everett, 240
5 Saturdays	May 9 - Jun. 13	8:00AM - 5:00PM
No Class on 5/23.		

**IPC-A-610E CIS Certification (2.4 CEUs)**

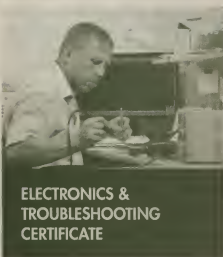
This internationally-recognized certification to inspect completed printed circuit board assemblies is officially recognized by the Department of Defense and is often used as a prerequisite when hiring for positions in electronics manufacturing. Learn to determine what is an acceptable or defect condition on a printed circuit board. Additional topics include: tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) Assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification granted upon successful completion of the training. Certification is valid for two years. One copy of an IPC-A-610E Manual included. Fee \$545

ITEM 9147-B454	K. KUHN	CCCE-Everett, 116
6 sessions M/T/W/Th	May 4 - 12	3:00 - 7:00PM

**IPC J-STD-001 Certification (3.2 CEUs)**

Certification in this industry-developed and approved hands-on training and certification program helps enhance employee skills and performance in high tech, aerospace and medical electronics manufacturing. The Certified IPC Specialist (CIS) program provides individuals with a portable credential that recognizes their soldering skills and understanding of this internationally recognized standard. Certification is valid for two years. Course fee covers: classroom and laboratory training, a written exam, skills evaluation, a copy of the standard and registered certification with IPC. Previous Soldering Experience or Certification class required. Fee \$725

ITEM 9151-B454	K. KUHN	CCCE-Everett, 238
8 session M/T/W/Th	Apr. 13 - 23	3:00 - 7:00PM



## ELECTRONICS & TROUBLESHOOTING CERTIFICATE

### Short-term training for high demand jobs.

- Professional Development
- Industry Certification
- Flexible schedules to meet your needs

### Electronics & Troubleshooting Certificate

Certificate requires completion of 170 course hours:

REQUIRED COURSES (146 hours)	HOURS
Basic Electronics & Troubleshooting	72
Intermediate Electronics & Troubleshooting	40
Lead Free Hands On Soldering Training & Assembly	16
Network Fundamentals	18

### ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate or take classes individually.

### ATTEND A FREE INFORMATION SESSION

Tuesday, March 17, 5:00 - 6:00PM, CCEC-Everett

For more information, go to  
[www.everettcc.edu/aerospace](http://www.everettcc.edu/aerospace)

Questions about the program?  
 Contact Customer Service at (425) 267-0150  
 or learn@everettcc.edu

## Electronics & Troubleshooting Certificate

### FREE Information Session: Electronics & Troubleshooting

Learn about Everett Community College's Electronics and Troubleshooting Certificate Program. In this FREE one hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered, while learning if the Electronics and Troubleshooting program is right for you. Registration required.

ITEM 9162-B454	K. KUHN, R. SUNGA	CCEC-Everett, 240
1 Tuesday	Mar. 17	5:00 - 6:00PM

### Basic Electronics & Troubleshooting (7.2 CEUs)

In this intensive hands-on training students will develop the skills and knowledge needed for troubleshooting electronic systems. Emphasis will be on component and circuit operations as well as analysis and documentation. The course is divided into two modules. The first provides a fundamental knowledge of electronic components, circuits and testing. The second covers the techniques for analyzing and repairing failures in electronic equipment and systems. Topics include safety, signal tracing and troubleshooting methodology. Fee \$1,375

ITEM 9152-B454	R. SUNGA	CCEC-Everett, 240
18 sessions M/T/W/Th	Apr. 7 - May 6	9:00AM - 1:00PM
ITEM 9153-B454	R. SUNGA	CCEC-Everett, 240
18 sessions M/T/W/Th	Apr. 28 - May 28	3:00 - 7:00PM
No class on 5/25		
ITEM 9120-B454	R. SUNGA	CCEC-Bothell, CCI-021
18 sessions M/T/W/Th	Jun. 1 - 30	1:30 - 5:30PM

### Intermediate Electronics & Troubleshooting (4.0 CEUs)

This intensive hands-on training is designed to build on the skills learned in the Basic Electronics and Troubleshooting class. Emphasis will be on understanding and broadening the use of equipment (DMM, function generators, bench top power supplies, oscilloscopes) to troubleshoot, test and align circuits and equipment. Topics include: analysis and troubleshooting techniques for AC and DC power conversion and electro-mechanical interface circuits and electronic sensors.

Prerequisite: successful completion of Basic Electronics and Troubleshooting or similar experience. Fee \$1,200

ITEM 9124-B454	K. KUHN	CCEC-Everett, 240
10 Sessions M/T/W/Th	Jun. 8 - 23	3:00 - 7:00PM

### Lead Free Hands On Soldering Training and Assembly (1.6 CEUs)

See page 6 for course description and details.

### Network Fundamentals (1.8 CEUs)

This course is designed to help you perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee \$450

ITEM 8836-B454	N. DEVOGEL	CCEC-Everett, 238
Th/F/S	May 14 - 16	9:00AM - 3:45PM

## CATIA v5

### CATIA V5 Boot Camp (2.5 CEUs)

Obtain the fundamentals of CATIA V5 in four days in the "hybrid" training method that combines instructor-led with web-based training. You will meet over two weekends in classroom with an instructor. Supplement your in class with access to the online simulation software.

Boot Camp Includes the first five classes recommended for those new to CATIA:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

Students enrolled in the Boot Camp will receive two years of access to the online simulation. Fee: \$2,945

ITEM 8915-B453	K. RILLOS	CCEC-Everett, 109
2 Sat & 2 Sun	Apr. 11 - 19	8:00AM - 2:30PM
ITEM 8910-B453	K. RILLOS	CCEC-Everett, 109
2 Sat & 2 Sun	May 30 - June 7	8:00AM - 2:30PM

## CATIA V5 Online "Package" (4.0 CEUs)

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll and start a class at any time. You have 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this "Online Package" which includes the first five classes, for a saving of \$200! Fee \$1,875

ITEM 8932-B453 K. RILLOS Online

## CATIA V5 Introduction to CATIA (.8 CEUs)

This course familiarizes the student with the organization of CATIA V5. The student will learn how to search for information in the CATIA V5 environment using the On-Line Documentation. The student will learn to use the tools needed to examine, graphically manipulate and annotate objects for analysis. Solid model and assembly (parts and products) functions such as Tools+Customize, Edit+Links, Scan, and Renamed Views will be used frequently. After this course, students will have a solid foundation for later courses and exercises. Fee \$415

ITEM 8930-B453 K. RILLOS Online

## CATIA V5 Assembly Design Fundamentals (.8 CEUs)

This course provides the designer with the tools needed to create and manage assemblies and sub-assemblies in CATIA V5. Topics include introduction to Assembly Design, Assembling Components, Flexible Assemblies, Analyzing and Modifying an Assembly, Designing in Context, Inserting parts from the Catalog Browser, and Properly saving Products (Assemblies) in the CATIA environment. Fee \$415

ITEM 8931-B453 K. RILLOS Online

## CATIA V5 Sketcher & Auto-Constraints (.8 CEUs)

This course provides the student with the tools needed to build simple and complex profiles in the sketcher workbench of CATIA V5. Users will learn generic processes for auto and manually constraining profiles. The students will gain an understanding of the general concepts of and best process for fully constraining a profile. The student will learn how profiles affect Part Design and Generative Shape design workbenches. Fee \$415

ITEM 8932-B453 K. RILLOS Online

## CATIA V5 Part & Product Integration (.8 CEUs)

This course expands the student's understanding of parts and assemblies as they pertain to the CATIA product hierarchy. CATIA V5's basic product philosophy mandates a mono-detail dataset rule. This is to say that a single document should contain only one detail level part design; Part Design, Generative Shape Design or Wireframe and Surface Design product. Students will learn important tools and techniques for working with product hierarchy. Fee \$415

ITEM 8934-B453 K. RILLOS Online

## CATIA V5 Drafting Fundamentals (.8 CEUs)

This course provides the designer with an in-depth understanding of drafting in CATIA V5. The course covers drafting view creation, text, dimensions, GT&T, title block and border creation, the filtering of drawing assembly views, inserting a bill of materials, importing dimensions from Sketcher, how to properly save and print new drawings. Flatten out (Unfold) a Sheet Metal Part onto a drawing, and Customize Default Values. Fee \$415

ITEM 8935-B453 K. RILLOS Online

## CATIA V5 Assembly Design Advanced (.8 CEUs)

This course continues from where the Assembly Design Fundamentals course left off. Topics include: Managing the Catalog Browser, Searching for and inserting Parts from the Catalog Browser, Learn how to use the Assembly features Toolbar, Inserting existing Products (Sub Assemblies) into the Product, Learn how to use the Constraint Creation Toolbar, Create Stored Scenes for the purpose of "filtering off" parts and assemblies, Analyzing assemblies for interfaces and clearances and material properties, Properly saving New Products, Sub-Assemblies and Parts. Fee \$415

ITEM 8938-B453 K. RILLOS Online

## CATIA V5 Wireframe Fundamentals (.8 CEUs)

This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (Points, Lines, Planes, Axes Systems, Splines, Connect Curves, and Curve Analysis within the Wireframe and Surface Design Workbench) are demonstrated and explained. Fee \$415

ITEM 8970-B453 K. RILLOS Online

## CATIA V5 Introduction to Surfacing (.8 CEUs)

Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wire frame geometry consists of lines, circles, splines and points and is usually used in support of solids and surfaces. Surfaces are created primarily for use with solids, but many times are used for defining contoured areas in space as stand-alone entities. Students will learn how to create extruded, loft, swept and revolution surfaces. Fee \$415

ITEM 8936-B453 K. RILLOS Online

## CATIA V5 Surfacing Operations (.8 CEUs)

Surfaces are usually not complete unless operations are performed to finalize them. Operations include Join, Extrapolate, Boundary, Trim and Split and are typically used to complete the finishing touches on surfaces that previously did not connect or that are to be used in the creation of solids. This course will expand on the students' knowledge of surfaces by employing operations to create final surfaced products. Fee \$415

ITEM 8937-B453 K. RILLOS Online

## CATIA V5 Functional Tolerance & Annotation (.8 CEUs)

One of the most desirable goals for any industry (let alone the engineering industry) is to become a paperless environment. This course will take students one step closer to that concept by demonstrating how text and geometrical dimensioning and tolerancing (GDT) can be applied to solid geometry in space. 2 dimensional support planes are added followed by the necessary annotation to support production without the need to generate drawings. Prerequisites: V5 Assembly Design Fundamentals, Part Design Fundamentals and Wireframe Fundamentals. Fee \$415

ITEM 8939-B453 K. RILLOS Online

**Parking  
is included  
with paid  
registrations!**



## Computer Basics & Desktop Applications

### Welcome to Computers:

#### Using Windows 7 (.6 CEUs)

Get to know Windows 7 basics – even if you have limited or no computer experience. Explore the Windows 7 environment and general computer concepts. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; plus how to create, organize, and manage folders. Discover Windows 7 accessories, common tools and programs available and how to customize the desktop to suite your needs and add shortcuts. Textbook included (\$20 value). Fee \$195

ITEM 0860-B454	W. BERKLEY	CEEC-Everett, 126
1 Friday	Apr. 10	9:00AM - 4:30PM
ITEM 8690-B454	W. BERKLEY	CEEC-Bothell, CCI-211
1 Friday	May 15	9:00AM - 4:30PM

#### Access 2013 Level 1: The Basics (.7 CEUs)

Virtually everyone is affected in some way by the need to manage data, with most workplace roles involving some form of data management. This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Topics include getting started with access, working with table data, querying a database, creating advanced queries, generating reports, and customizing the access environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse and good working knowledge of Word and Excel highly recommended. Textbook included (\$20 value). Fee \$195

ITEM 8962-B454	C. HANKS	CEEC-Everett, 126
1 Friday	Apr. 17	8:30AM - 4:30PM
ITEM 8864-B454	C. HANKS	CEEC-Bothell, CCI-211
1 Friday	May 8	8:30AM - 4:30PM

#### Access 2013 Level 2: Beyond the Basics (.7 CEUs)

This course is designed to build upon your experience using Access and basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Topics include: designing a relational database, joining tables, organizing a database

for efficiency, sharing data across applications, and advanced reporting. Prerequisites: Access 2010 or 2013 Level 1 or equivalent experience. Textbook included (\$20 value). Fee \$195

ITEM 8919-B454	C. HANKS	CEEC-Everett, 126
1 Friday	May 15	8:30AM - 4:30PM

#### Excel 2013 Level 1: Spreadsheet Basics (.7 CEUs)

This introductory course presents the basic concepts of spreadsheets with hands-on practice using Microsoft Excel 2013. Topics include creating and saving a basic worksheet; performing calculations; modifying and formatting a worksheet, as well as printing and managing workbooks. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee \$195

ITEM 8920-B454	S. SAUNDERS	CEEC-Bothell, CCI-231
1 Saturday	Mar. 28	8:30AM - 4:30PM
ITEM 8922-B454	S. SAUNDERS	CEEC-Everett, 126
1 Friday	Apr. 24	8:30AM - 4:30PM

#### Excel 2013 Level 2: Beyond Excel Basics

This beyond the basics Excel course continues to build on the basic skills taught to better enable you to produce advanced spreadsheets. Discover how easy it is to increase your productivity, streamline repetitive tasks, and enhance the visual effectiveness and appeal of your spreadsheets. Topics include customizing the excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, slicers, and PivotCharts. Prerequisite: Excel 2010 or Excel 2013 Level 1 or equivalent. Textbook included (\$20 value). Fee \$195

ITEM 8924-B454	S. SAUNDERS	CEEC-Bothell, CCI-231
1 Saturday	Apr. 11	8:30AM - 4:30PM
ITEM 8926-B454	S. SAUNDERS	CEEC-Everett, 126
1 Friday	May 22	8:30AM - 4:30PM

#### Excel 2013 Level 3: Complex Workbooks (.7 CEUs)

Continue to develop your Excel skills beyond functions, formulas, features and functionality. This course will advance you skill set to enable you to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, import and export data, and use Excel with the web. Topics include working

with multiple worksheets and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, and presenting your data visually. Prerequisite: Excel 2010 or 2013 Level 1 and 2 or equivalent knowledge. Text book included (\$20 value). Fee \$195

ITEM 8928-B454	S. SAUNDERS	CEEC-Bothell, CCI-231
1 Saturday	May 30	8:30AM - 4:30PM

#### PowerPoint 2013 Level 1 (.7 CEUs)

Create more effective and engaging presentations by learning the PowerPoint tools that enable you present your message in a more clear, organized, and engaging manner. By learning the topics presented in the PowerPoint level 1 course, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver your message in a manner that will better reach your intended audience. Topics include getting started with PowerPoint, developing a PowerPoint presentation, performing advanced text editing, adding graphical elements to your presentation, modifying objects in your presentation, adding tables to your presentation, adding charts to your presentation, and preparing to deliver your presentation. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook Included (\$20 value). Fee \$195

ITEM 8979-B454	S. SAUNDERS	CEEC-Bothell, CCI-211
1 Friday	Apr. 10	8:30AM - 4:30PM

#### Word 2013 Level 1:

##### Word Processing Basics (.7 CEUs)

Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. Topics include: getting started with word, editing a document, formatting text and paragraphs, adding tables, managing lists, Inserting graphic objects, controlling page appearance, proofing a document, and customizing the word environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee \$195

ITEM 8975-B454	C. HANKS	CEEC-Bothell, CCI-231
1 Saturday	Apr. 18	8:30AM - 4:30PM
ITEM 8976-B454	S. SAUNDERS	CEEC-Everett, 126
1 Friday	May 1	8:30AM - 4:30PM



## SQL SERVER DEVELOPER CERTIFICATE PROGRAM

### Make better data-driven business decisions.

- Make sound business decisions based on accurate and current information
- Leverage productive analytical techniques that drive better risk assessments and business potential
- Attend classes at an official Microsoft IT Academy school  
Registered Education Provider

### SQL Server Developer Certificate

Certificate requires completion of 72 course hours:

REQUIRED COURSES (72 hours)	HOURS
Databases Designs and Concepts	12
SQL Programming Level 1	12
SQL Programming Level 2	12
SQL Server Administration	24
Data Warehouse Design	12

### ATTEND A FREE INFORMATION SESSION

Saturday, March 28, 11:00AM - 12:00PM, Bothell

For more information, go to  
[www.everettcc.edu/BusinessIntelligence](http://www.everettcc.edu/BusinessIntelligence)

Questions about the program?  
Contact Customer Service at (425) 267-0150 or  
[learn@everettcc.edu](mailto:learn@everettcc.edu)

### Word 2013 Level 2: Beyond Word Basics (.7 CEUs)

This course builds on the topics presented in Word Level 1, which taught participants the skills needed to create a variety of documents. This course provides participants to the skills required to customize tables, charts, and styles and to modify pictures. Course topics include working with tables and charts, customizing formats using styles and themes, using images in a document, creating custom graphic elements, inserting content using quick parts, controlling text flow, using templates, using mail merge, and using macros. Prerequisite: Word 2010 or 2013 Level 1 or equivalent. Textbook included (\$20 value). Fee \$195

ITEM 8977-B454	C. HANKS	CCEC-Bothell, CCI-231
1 Saturday	May 9	8:30AM - 4:30PM

### SharePoint Foundations 2010: Level 1 (1.4 CEUs)

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site. Prerequisite: Windows, file management and browser experience. Textbook included (\$45 value). Fee \$395

ITEM 8968-B454	C. HANKS	CCEC-Bothell, CCI-211
2 sessions M/F	May 18 - 22	8:30 - 4:30AM

### SharePoint Foundations 2010: Level 2 (1.4 CEUs)

Learn to manage team sites as a site owner and as a Windows SharePoint Services administrator. You will learn how to manage document libraries, work flow, security, site usage and maintenance. This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech

professionals. Prerequisite: SharePoint Level 1. We also recommend some familiarity with basic Windows server concepts such as Windows 2003, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS). Textbook included (\$45 value). Fee \$395

ITEM 8969-B454	C. HANKS	CCEC-Bothell, CCI-211
2 sessions M/F	June 1 - 5	8:30AM - 4:30PM

## Database

### FREE Information Session: SQL Server Certificates

Learn how Everett Community College's Business Intelligence Certificates can advance your career, or help your business get the right information to the right people. Classes focus on Microsoft's BI servers; SQL Server, Integration Server (SSIS), Analysis Server (SSAS), and Reporting Server (SSRS), but subjects are also applicable other vendor's BI software. Get your questions answered, while learning if the Business Intelligence Certificate is right for you.

ITEM 8813-B454	R. ROOT	CCEC-Everett, 125
Thursday	Apr. 2	7:00 - 8:00PM

### SQL Server Developer Series (7.2 CEUs)

This entry level certificate program provides you foundational skills needed for Microsoft's SQL Server 2012 administration and development. You move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. In addition, this series of classes is designed to help you prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Enroll in all five classes (see below) for a savings of \$100!

- Database Designs and Concepts
- SQL Server Administration
- SQL Programming Level 1
- SQL Programming Level 2
- Data Warehouse Design

Fee \$1965

ITEM 8899-B454	R. ROOT, R. LEICKLY, C. TORIKKO	CCEC-Everett, 125
18 sessions T/Th	Apr. 21 - Jun. 18	5:30 - 9:30PM

Please see individual courses for schedule details.

### Databases Designs and Concepts (1.2 CEUs)

Learn how to create real-world, professional databases. In this class you will see how data base designs affect usability and performance and how you can design for both. You will learn the rules of 'normalization' and when to bend

those rules as you create multiple database prototypes in class. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows Operating System. Textbook included (\$50 value). Fee \$345

ITEM 8901-B454 C. TORIKO CCEC-Everett, 126  
3 sessions 1/Th Apr. 21-28 5:30 - 9:30PM

### SQL Server Administration (2.4 CEUs)

How do you manage databases and security configurations in SQL 2012? Come and discover the answers with us in this class! Topics include: Server and database configurations, SQL Agent automation, security, indexing and performance tuning. This class will be taught using Microsoft SQL server 2012, but concepts learned are applicable to all version of Microsoft SQL server. Fee \$685

ITEM 8903-B454 S. STAFF CCEC-Everett, 126  
6 sessions 1/Th Apr. 30 - May 19 5:30 - 9:30PM

### SQL Programming Level 1 (1.2 CEUs)

In this hands-on class you will learn the basics of SQL programming. This class focuses on how to create and run SQL statements and the statements that matter most to database professionals. Topics include: Insert, Updates, Deletes, Joins, Group By, Aggregates, and many more SQL programming statements. This class will be taught using Microsoft SQL server; the concepts learned are applicable to all database software. Prerequisites: Databases Designs and Concepts or equivalent knowledge. Textbook included (\$50 value). Fee \$345

ITEM 8905-B454 R. LEICKLY CCEC-Everett, 126  
3 sessions 1/Th May 21-28 5:30 - 9:30PM

### SQL Programming Level 2 (1.2 CEUs)

Learn advanced SQL programming techniques using 'store procedures' and other programming constructs. You will create many in-class examples that you can use on the job. Topics include: Views, Function, Stored Procedures, Indexing, Security, and many more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming level 1 or equivalent knowledge. Textbook included (\$50 value). Fee \$345

ITEM 8907-B454 R. LEICKLY CCEC-Everett, 126  
3 sessions 1/Th Jun. 2 - 9 5:30 - 9:30PM

### Data Warehouse Design (1.2 CEUs)

What's the difference between a standard database and a data warehouse database? What is a Star or Snowflake schema? In this class you will find the answers to these questions and others as you create functioning data warehouses. By using simple examples and explaining complex jargon in everyday terms this class will take the mystery out of data warehouse design. Topics include: Star and Snowflake schemas, Fact and Dimension table designs, Measures and Dimensional attributes, and much more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included (\$50 value). Fee \$345

ITEM 8808-B454 R. ROOT CCEC-Everett, 126  
3 sessions 1/Th Jun. 11 - 18 5:30 - 9:30PM

### Web Design

#### XHTML and Cascading Style Sheets (1.6 CEUs)

XHTML and Cascading Style Sheets (CSS) are used for creating easy to maintain, stylized web pages that look great on all major browsers. Recommended prerequisite: some prior experience with HTML or permission of the instructor. course fee includes the required text. Fee \$445

ITEM 8892-B454 J. AGUILERA CCEC-Bothell, CCI-211  
4 sessions 1/Th Apr. 7 - 16 5:30 - 9:30PM

#### Web Design with Dreamweaver (1.6 CEUs)

Want to experience the software used by professional web designers? This course will teach the tools in Dreamweaver for creating web sites. Topics include working with the Dreamweaver environment; creating basic web pages with links, graphics, tables and forms; developing style sheets for formatting and page layout; using multimedia; using library items, snippets, and templates; creating interactive pages; and testing and publishing your site. Prerequisite(s): XHTML and CSS or equivalent experience. Fee \$445

ITEM 8894-B454 J. AGUILERA CCEC-Bothell, CCI-211  
4 Tuesdays Jun. 2 - 23 5:30 - 9:30PM

### Network

#### Network Fundamentals (1.8 CEUs)

This course is designed to help you perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee \$450

ITEM 8836-B454 N. OEVGEL CCEC-Everett, 238  
Th/F/S May 14 - 16 9:00AM - 3:45PM

### Programming

#### FREE Information Session:

##### C# Certificate Program

Learn about Everett Community College's New C# Certificate Program. In this FREE one hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered, while learning if the C# program is right for you. Registration required. FREE.

ITEM 8810-B454 C. TORIKO CCEC-Bothell, CCI-211  
1 Friday Mar. 27 5:30 - 6:30PM

#### C# Level 1 (2.4 CEUs)

Learn to program using Microsoft's Visual Studio and the C# language. In this class you will learn to use basic programming constructs such as loops, conditionals, and methods to create simple applications. You will see how easy it is to start your programming career using the C# language. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. This course is based on C# 2010 Joes to Prosp by Vinay Chopra. This 380-page book (\$30 value) is included. Fee \$785

ITEM 8811-B454 C. TORIKO CCEC-Bothell, CCI-211  
6 Saturdays Apr. 25 - Jun. 6 1:00 - 5:00PM

## Meet Your Instructor



**Linda Popovich**  
Lean Six Sigma Black Belt

- **High Performance Management Essentials** pg. 13
- **Next Level Leadership** pg. 13

Linda Popovich has over 25 years of leadership experience with Honeywell, Inc. Her experience began in diverse supervisory and management roles in engineering services followed by a focus on quality in Continuous Improvement and Six Sigma Leadership roles, and as a High Performance Work Team Consultant.

In 2002 she was certified as a Six Sigma Master Black Belt at Honeywell. She spent over five years living overseas and working as a Master Black Belt, training and mentoring Black Belts in the Asia-Pacific region (Singapore, China, Korea, Japan, Australia and India), and then in Europe.

She was the Master Data Leader for the Honeywell SAP implementation project in Europe and the Americas from 2006-2009, leading virtual teams and process improvement projects as businesses transitioned from legacy systems to the corporate-wide SAP system.

Linda has an MBA from Ohio University, and a Master of Science in Information Systems Management from Seattle Pacific University.

### C# Level 2 (2.4 CEUs)

In this hands-on class you will learn the concepts and implementation of Object Oriented Programming (OOP). This class focuses on the practical use of OOP's three key aspects; inheritance, Abstraction, and Polymorphism. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. Fee \$785

ITEM 8812-B561 C. TORIKO CCEC-Boethell, CC1-211  
6 Saturdays Jun. 13 - Jul. 25 1:00 - 5:00PM  
No Class 7/4

### Foundations of Python (1.5 CEUs)

In this course you will learn the basics of programming in Python; including an introduction on how to use variables, constants, and collection for storing data, use conditional and looping statements to control your programs flow, and how to build interactive scripts. The course is taught online through Canvas, the use of videos, texts, and hand-on activities. Students will communicate with and be guided by an industry professional / Instructor though online media. Required text: *Python Programming for the Absolute Beginner, Third Edition* by Michael Dawson, ISBN-10: 1435455002. Fee \$495

ITEM 8814-B454 R. ROOT Online  
Mar. 23 - Apr. 24

### Python Applications with OOP (1.5 CEUs)

In this course student learn how to use Python to create simple applications as the instructor leads students through several applications using functions, modules, and Object Oriented Programming (OOP). The course is taught online through the use of videos, texts, and hand-on activities. Students will communicate with and be guided by an industry professional / Instructor though online media. Required text: *Python Programming for the Absolute Beginner, Third Edition* by Michael Dawson, ISBN-10: 1435455002. Fee \$495

ITEM 8815-B454 R. ROOT Online  
May 4 - Jul. 3

## Accounting & Finance

### Bookkeeping Basics (.6 CEUs)

This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize

bookkeeping software (i.e. QuickBooks, Peachtree, and others). Topics include the accounting cycle, starting with an introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You'll also review financial statements (profit and loss, and balance sheet), how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee \$190

ITEM 8981-B454	C. MILLS	CCEC-Boethell, CC2-358
2 Tuesdays	Mar. 31 - Apr. 7	5:00 - 8:00PM
ITEM 8980-B454	C. MILLS	CCEC-Everett, 116
2 Thursdays	Apr. 9 - 16	5:00 - 8:00PM

### QuickBooks Essentials (.9 CEUs or 9 CPs)

QuickBooks is designed to help improve your business productivity by saving you time and money. Learn to manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included (\$90 value). Prerequisite: Proficiency with navigating Windows, drop-down menus, the keyboard and mouse. Recommended prerequisite: Bookkeeping Basics. Textbook and course instruction based on QuickBooks 2013. Fee \$298

ITEM 8963-B454	C. MILLS	CCEC-Everett, 125
3 Tuesdays	Apr. 14 - 28	5:00 - 8:00PM
ITEM 8966-B454	C. MILLS	CCEC-Boethell, CC1-211
3 Thursdays	Apr. 30 - May 14	5:00 - 8:00PM

### Financial Intelligence for Non-Financial Managers (1.5 CEUs)

Learn how to read, prepare, and analyze income statements, balance sheets, and statement of cash flows to make sound financial decisions, allocate resources, and accurately budget expenses. Acquire a financial toolkit that you can use for real-world situations. Course content includes: financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits, fraud, and reflection on the post-Enron era. Required textbook: see website. Fee \$370

ITEM 9061-B454	J. DAS	CCEC-Boethell, CC3-223
5 Tuesdays	Apr. 21 - May 19	6:00 - 9:00PM
ITEM 8985-B454	J. DAS	CCEC-Everett, 216
5 Thursdays	May 21 - Jun. 18	6:00 - 9:00PM





## HIGH PERFORMANCE MANAGEMENT CERTIFICATE

Learn to improve your people, processes and profits.

- Lead others with confidence and purpose
- Develop a culture of performance
- Acquire practical financial knowledge and skills for a business environment
- Prepare to test for the ASQ Certification in CMQ/OE

Certificate requires completion of 124 required and elective course hours:

REQUIRED CORE COURSES (84 hours)	HOURS
High Performance Management Essentials	15
Introduction to Performance Excellence	15
Financial Intelligence for Non-Financial Managers	15
Next Level Leadership	24
High Performance Management Cert. Capstone	15

### ELECTIVE COURSES (40 hours)

For currently offered elective courses view our website.

### ATTEND A FREE INFORMATION SESSION

Tuesday, March 10, 6:00 - 7:30PM, Bothell  
Monday, March 16, 6:00 - 7:30PM, Everett  
Monday, June 22, 6:00 - 7:30PM, Everett  
Thursday, June 25, 6:00 - 7:30PM, Bothell

For more information, go to  
[www.everettcc.edu/MgmtCert](http://www.everettcc.edu/MgmtCert)

Questions about the program?  
Contact Customer Service at (425) 267-0150  
or [learn@everettcc.edu](mailto:learn@everettcc.edu)

## High Performance Management

### Introduction to Performance Excellence (1.5 CEUs)

Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee \$355

ITEM 9030-B454 H. NAVARRO, MBA CCEC-Everett, 116  
5 Tuesday Apr. 14 - May 12 6:00 - 9:00PM

### High Performance Management Essentials (1.5 CEUs)

Learn how to manage in today's competitive global environment. From problem definition to developing a plan of action, explore best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, diversity - and fitting it all together to achieve organizational goals. Required textbook: *The Certified Manager of Quality/Organizational Excellence Handbook, third edition*, ISBN 978-0-87389-678-8. Books can be ordered through American Society for Quality [www.asq.org](http://www.asq.org) or call 800-248-1946. Fee \$355

ITEM 9056-B454 L. POPOVICH, MBA CCEC-Everett, 109  
5 Tuesday May 12 - Jun. 9 6:00 - 9:00PM

### Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

### Next Level Leadership (2.4 CEUs)

Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity, and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate, and elevate employee performance; and learn how to communicate with credibility, persuasiveness, and passion to affect positive change. Required textbook can be purchased at the EvCC Bookstore (J.Kouzes, B. Posner, *The Leadership Challenge*, Publisher: Jossey-Bass; 4th edition, ISBN: 978-0787984922 or 5th edition, ISBN: 978-0470651728). Fee \$850

ITEM 9067-B454 L. POPOVICH, MBA CCEC-Everett, 218  
8 sessions T/Th Apr. 14 - May 7 6:00 - 9:00PM

## HIGH PERFORMANCE MANAGEMENT CERTIFICATE ELECTIVES

### Lean Practices Overview (.35 CEUs)

See page 16 for course description and details.

### Lean for the Office (.8 CEUs)

See page 17 for complete course description and details.

### Project Management Essentials (1.5 CEUs)

See page 18 for course description and details.

### Project Risk Management Essentials (.9 CEUs)

See page 19 for course description and details.

### Virtual Teams - Managing Projects Today (.6 CEUs)

See page 19 for course description and details.

### Microsoft Project For Project Managers (1.5 CEUs)

See page 18 for course description and details.

### Project Team Management (1.5 CEUs)

See page 18 for course description and details.

### Managing Employee Performance (1.2 CEUs)

See page 14 for course description and details.

### Root Cause Analysis and Investigation (.6 CEUs)

See page 17 for course description and details.

### Agile Project Management (.6 CEUs)

See page 20 for course description and details.

### Communicating with Impact (.6 CEUs)

See page 20 for course description and details.

### Team Collaboration (.6 CEUs)

See page 20 for course description and details.

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[facebook.com/EvccContinuingEducation](http://facebook.com/EvccContinuingEducation)



# CERTIFICATE PROGRAMS



## HUMAN RESOURCES MANAGEMENT CERTIFICATE

### Take charge of your future.

- Learn practical skills you can apply tomorrow
- Instructors are current experts in the field of HR
- Courses count toward PHR® and SPHR® recertification Guide
- Evening classes designed for working professionals

Certificate requires completion of 99 required and elective course hours:

REQUIRED CORE COURSES (78 hours)	HOURS
Human Resources Essentials	9
Employment Law	12
Talent Management - Finding and Keeping the Best	12
Managing Employee Performance	12
Total rewards	12
HR Systems and Metrics	12
HR Certificate Capstone	9

#### ELECTIVE COURSES (21 hours)

For currently offered elective courses view our website.

#### ATTEND A FREE INFORMATION SESSION

Monday, March 9, 6:00 - 7:30PM, Everett  
 Thursday, March 19, 6:00 - 7:30PM, Bothell  
 Thursday, June 25, 6:00 - 7:30PM, Everett  
 Monday, June 29, 6:00 - 7:30PM, Bothell

For more information, go to  
[www.everettcc.edu/hrCert](http://www.everettcc.edu/hrCert)

Questions about the program?  
 Contact Customer Service at (425) 267-0150



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

## Human Resources Management

### Human Resources Essentials (.9 CEUs)

This foundation class introduces the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession, learn the competencies required to be successful as an HR practitioner, and acquire information on HR industry certifications. This is the recommended starting point for the HR Certificate Program. Required textbook: Robert L. Mathis and John H. Jackson, *Human Resource Management*, Publisher: South Western College Publishing; 13th edition ISBN: 978-0538453158 or 14th Edition ISBN: 978-1-133-95310-4. Fee \$185

ITEM 9078-B454	M. SUMMERS, SPHR	CEEC- Everett, 110
3 Tuesday	Apr. 7 - 21	6:00 - 9:00PM
ITEM 9063-B454	C. MALONE, SPHR	CEEC-Bothell, CCI-021
3 Thursday	Apr. 16 - 30	6:00 - 9:00PM

### Employment Law (1.2 CEUs)

The legal landscape for human resources is complex and ever-changing. Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations, and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations. Recommended prerequisite: HR Essentials. Fee \$225

ITEM 9079-B454	L. ROBBINS, SPHR	CEEC- Everett, 238
4 Mondays	May 11 - Jun. 8	6:00 - 9:00PM

No class May 25.

### Talent Management:

#### Finding and Keeping the Best (1.2 CEUs)

Finding and keeping talented employees is a key to the success of any organization. Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent. Prerequisite: HR Essentials. Fee \$225

ITEM 9080-B454	E. DIRKES, SPHR	CEEC-Bothell, CCI-358
4 Wednesdays	May 6 - 27	6:00 - 9:00PM

### Total Rewards (1.2 CEUs)

Employee compensation and benefits often represent an organization's greatest expense. Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits. Prerequisite: HR Essentials. Fee \$225

ITEM 9063-B454	M. SUMMERS, SPHR	CEEC-Bothell, TBD
4 Tuesdays	May 5 - 26	6:00 - 9:00PM

### HR Systems and Metrics (1.2 CEUs)

HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. The basics of HR information management systems; record keeping requirements for HR; selecting and implementing a new HRIS; HR metrics calculating; and researching HR issues on the Internet are all covered. Enrollment dependent upon successful completion of other core courses (sans capstone). Required textbook can be purchased from Amazon.com: "Practical Guide to Human Resource Information Systems" by Satish Badgi, ISBN number: 978-8120345294 Fee \$240

ITEM 9083-B454	C. MALONE, SPHR	CEEC-Bothell, CCI-021
4 Wednesdays	Apr. 22 - May 13	6:00 - 9:00PM

### Managing Employee Performance (1.2 CEUs)

Drive high performance by supporting and motivating employees to do their best work. Learn how to develop and administer a performance management system; manage complaints and conflicts, implement progressive discipline, and navigate the termination process while protecting employee rights. This course has been approved for 12 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Recommended prerequisite: HR Essentials. Fee \$225

ITEM 9081-B454	C. MALONE, SPHR	CEEC- Everett, 109
4 Thursdays	May 7 - 28	6:00 - 9:00PM

## Human Resources Certificate Capstone (.9 CEUs)

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. You'll apply a best practice framework to analyze scenarios, determine the issues and risks, and recommend steps for a solution. Prerequisites: Completion of the core classes in the Human Resources Certificate Program. Fee \$175

ITEM 9004-B454 C. MALONE, SPHR CCEC-Bothell, CC3-350  
3 Tuesdays May 26 - Jun. 9 6:00 - 9:00PM

## HUMAN RESOURCES MANAGEMENT CERTIFICATE ELECTIVES

### Working with Organized Employees (.6 CEUs)

Working within an organized environment requires unique skills and knowledge. Learn how and why employees unionize; the legal code governing unions (and the unionization process); steps in union certification; the collective bargaining process; grievance resolution; and how to work effectively with employees to develop and sustain a positive working relationships based on trust. Prerequisite: HR Essentials. Fee \$125

ITEM 9005-B454 E. DIRKES, SPHR CCEC-Everett, 238  
2 Mondays Jun. 1 - 8 6:00 - 9:00PM

### Employee Training and Development (.6 CEUs)

Most HR professionals will be involved at some level in employee training and development. Learn about the theory of adult learning; how training and development differ; conducting a needs analysis to determine training needs; developing training and/or managing external training vendors; and evaluating training effectiveness. This highly interactive class will include exercises that students can take back and use immediately within their organizations. Prerequisite: HR Essentials. Fee \$140

ITEM 9006-B454 L. ROBBINS, SPHR CCEC-Bothell, CC3-227  
2 Tuesdays Apr. 14 - 21 6:00 - 9:00PM

### Safety and Security (.9 CEUs)

Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics

of worker's compensation; effective ways to manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: HR Essentials. Fee \$170

ITEM 9007-B454 M. SUMMERS, SPHR CCEC-Everett, 238  
3 Wednesdays May 6 - 20 6:00 - 9:00PM

### Managing Small Projects (.6 CEUs)

See page 19 for course description and details.

### Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

### High Performance Management Essentials (1.5 CEUs)

See page 13 for course description and details.

### Supervisor-Team Lead Training (1.4 CEUs)

In this two-day training, learn practical skills, techniques, and best practices you can put to use the next day. Class is for new supervisors and experienced managers and supervisors who want to enhance their skills. Some of the topics covered include how to motivate your employees, tools for active listening, ways to delegate, tips on giving performance reviews, how to build effective teams, creating attainable goals, and dealing with challenging behavior. Fee \$370

ITEM 9049-B454 L. LAZAROFF CCEC-Everett, 110  
2 sessions Th/F Jun. 4 - 5 8:00AM - 4:00PM

### Strategic HR (.6 CEUs)

Are you working in HR and want to participate in management level and/or C-suite discussions? Whether this is something you are already doing or something you aspire to, this program will help you learn about HR's role as a senior leader within an organization. In the class we will discuss the differences between a tactical versus strategic approach to people issues, as well as cover the competencies needed to be a true strategic HR business partner. HRCI strategic credit status is in progress as of print date. Contact customer service for more information at 425-267-0150. Fee \$145

ITEM 9173-B454 C. MALONE, SPHR CCEC-Everett, 109  
1 Saturday May 16 9:00AM - 3:30PM

### Coaching for HR Professionals (.6 CEUs)

Come learn the tools to become an effective coach, an important skill-set for any HR professional. Coaching increases your ability to influence others, and allows you to help them realize their full potential by learning to solve problems for themselves. In this interactive course you will learn the basics of a coaching approach as well as practicing those skills in scenarios modeled on real-life HR situations. Fee \$150

ITEM 9376-B454 C. MALONE, SPHR CCEC-Everett, 239  
1 Saturday Apr. 25 9:00AM - 3:30PM

### Recruitment and Retention: Becoming the Employer of Choice (.9 CEUs)

Want to make your organization an employer of choice? In this course you'll learn the basics of employment branding to make your organization stand out in the recruiting arena, and how that same branding can lower your turnover rate and retain your best people. We'll look at some of the best branded companies and see how you can apply their process to your organization. We'll also look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite: Talent Management: Finding and Keeping the Best and/or previous HR experience. Fee \$175

ITEM 8993-B454 C. MALONE, SPHR CCEC-Everett, 117  
3 Mondays Jun. 1 - 15 6:00 - 9:00PM

### Personnel Issues - Tips and Tools (.6 CEUs)

Working through personnel issues is a key component of working in Human Resources. One of HR's main tasks is to help supervisors and managers deal with difficult employees behavior. In this two-night class we'll look at some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance and/or previous HR experience. Fee \$150

ITEM 8999-B454 C. MALONE, SPHR CCEC-Everett, 109  
2 Tuesdays Apr. 28 - May 5 6:00 - 9:00PM

### Communicating with Impact (.6 CEUs)

See page 20 for course description and details.

### Team Collaboration (.6 CEUs)

See page 20 for course description and details.

# CERTIFICATE PROGRAMS



## LEAN SIX SIGMA GREEN BELT CERTIFICATE

Transform your organization into a leaner, more efficient business.

- Gain knowledge and skills to participate in and lead continuous improvement projects
- Prepare for the ASQ Green Belt Certification exam

Certificate requires completion of 120.5 required and elective course hours:

### REQUIRED CORE COURSES (87.5 hours) HOURS

Lean Practices Overview	3.5
Basic Statistics for Continuous Improvement	12
Lean Six Sigma Green Belt-Foundations	18
Lean Six Sigma Green Belt-Advanced	18
Managing Small Projects	6
Project Team Management	15
Lean Six Sigma Project Capstone	15

### ELECTIVE COURSES (33 hours)

For currently offered elective courses view our website.

### ATTEND A FREE INFORMATION SESSION

Tuesday, March 17, 6:00 - 7:30PM, Bothell  
Thursday, March 19, 6:00 - 7:30PM, Everett  
Tuesday, June 23, 6:00 - 7:30PM, Bothell  
Wednesday, July 8, 6:00 - 7:30PM, Everett

For more information, go to  
[www.everettcc.edu/LeanSixSigma](http://www.everettcc.edu/LeanSixSigma)

Questions about the program?  
Contact Customer Service at (425) 267-0150  
or learn@everettcc.edu

## Lean Six Sigma Green Belt Certificate

### Lean Practices Overview (.35 CEUs)

This class provides participants with a basic understanding of Lean principles, and how they are applied to the workplace. Lean is a systematic management approach designed to improve the production process, and enhance the method of providing a product or service to a customer in the shortest time at the lowest cost. Lean focuses on reducing or eliminating the eight types of waste, which commonly account for 95 percent of the total process time. Course content provides an introduction to the Lean system, including Lean tools such as: Just in time, Kanban, Standard Work, 5s and 5 Whys. Class is taught by a Six Sigma Black Belt instructor. Fee \$105

ITEM 9015-B454	N. NAVARRO, MBA	CCEC-Everett, 109
1 Wednesday	Apr. 1	5:00 - 8:30PM

### Basic Statistics for Continuous Improvement (1.2 CEUs)

Many students wanting to improve their process improvement skills using the Six Sigma methodology can become intimidated by the math and statistics required by this data analysis tool. This course will provide high-level, hands-on training of how statistics are used in Six Sigma, including what statistics are, how they are generated and interpreted, how they are used in process control, how they are used to compare before and after process improvements, and how they are shown using graphs and charts. Very basic algebraic equations will be reviewed as needed to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required textbook: Mark J. Kiebele, Stephen R. Schmidt, and Ronald J. Berdine, *Basic Statistics: Tools for Continuous Improvement*, ISBN: 978-1880156063. Course taught by a Six Sigma Master Black Belt. Fee \$290

ITEM 9016-B454	N. NAVARRO, MBA	CCEC-Everett, 109
2 Saturdays	Apr. 18 - 25	8:00AM - 2:30PM
ITEM 9084-B454	E. STEWART, PMP	CCEC-Bothell, CCI-041
2 Saturdays	May 30 - Jun. 6	9:00AM - 3:30PM

### Lean Six Sigma Green Belt - Advanced (1.8 CEUs)

Building on the Six Sigma Green Belt Foundations course, Advanced Topics introduces more concepts, tools and techniques for the phases of a Six Sigma Improvement initiative, namely strategy, deployment and execution of a Six Sigma DMAIC project. Learn best practice approaches that can be applied immediately in your work. Enhance the understanding of the DMAIC (define, measure, analyze, improve and control) approach with additional concepts related to quality principles and systems, strategy, process management, lean principles in the organization, team management and best practices for continuous improvement. Prerequisite: Lean Six Sigma Green Belt-Foundations. This course completes the coverage for the American Society for Quality (ASQ) Body of Knowledge. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt instructor. Fee \$380

ITEM 9166-B454	C. LINOSTROM	CCEC-Bothell, CCI-021
6 Tuesdays	Apr. 7 - May 12	6:00 - 9:00PM
ITEM 9013-B454	C. LINOSTROM	CCEC-Everett, 110
6 Thursdays	Apr. 16 - May 21	6:00 - 9:00PM

### Managing Small Projects (.6 CEUs)

See page 19 for course description and details.

### Project Team Management (1.5 CEUs)

See page 18 for course description and details.

## LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

### Lean Six Sigma Green Belt Test Preparation (1.2 CEUs)

This test preparation course helps participants pass the ASQ's Green Belt Certification Exam. Designed for those who have completed most or all of the core requirements of the Lean Six Sigma Green Belt Certificate program, participants will learn useful tips, tricks, and traps to avoid in taking the test. The course contains multiple exercises and timed sample

exams used to improve speed and testing performance within the Six Sigma Green Belt Body of Knowledge (BOK). Prerequisites: Lean Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, and LSSGB Advanced. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt Instructor. Fee \$365

ITEM 9020-B454	C.LINDSTROM	CCEC-Everett, 109
4 sessions M/W	May 20 - Jun. 3	6:00 - 9:00PM
No Class May 25.		
ITEM 9370-B454	C.LINDSTROM	CCEC-Bothell, CCT-021
4 sessions T/Th	May 26 - Jun. 4	6:00 - 9:00PM

## High Performance Management Essentials (1.5 CEUs)

See page 13 for course description and details.

## Root Cause Analysis and Investigation (.6 CEUs)

Learn the foundational tools required in any process improvement approach. Organizations often focus on symptoms of problems rather than seeking out the true root causes. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and avoid having to address the same problem repeatedly. Fee \$185

ITEM 9019-B454	N.NAVARRO, MBA	CCEC-Everett, 117
2 Thursdays	May 7 - 14	6:00 - 9:00PM

## Lean for the Office (.8 CEUs)

This is a full-immersion Lean office simulation. Participants will apply Lean concepts and tools to improve a professional business process. This training provides a hands-on learning experience. Participants will experience what it's like to analyze an office process, discover waste, apply a suite of Lean tools and methods to remove waste from the process, and finally implement their improved process. Participants will be able to take what they learn and apply it to their own business processes. Fee \$280

ITEM 9005-B454	N. NAVARRO, MBA	CCEC-Bothell, CCT-041
Saturday	May 9	9:00AM - 5:30PM

## Virtual Teams - Managing Projects Today (.6 CEUs)

See page 19 for course description and details.

## Earned Value Management (.6 CEUs)

See page 19 for course description and details.

## Communicating with Impact (.6 CEUs)

See page 20 for course description and details.

## Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

## Lean Six Sigma Yellow Belt Essentials (1.8 CEUs)



The LSS Yellow Belt course is built to educate participants on the basic vocabulary of Lean and Six Sigma and to introduce several Lean tools to practice. The first four of the course are meant to educate the participants in areas such as; the history and value of Lean and Six Sigma, introduction to system's thinking, A3 and Kaizen improvement approaches, organizational measurement strategies, voice of the customer, project and process management, root cause analysis, waste elimination, cycle time reduction, dynamic idea generation and the visual factory. The final two use the A3 improvement approach to take the student through a short improvement exercise. It is desired that the enrolling student has a project in mind and a draft problem statement to be used as the ongoing exercise at the start of the class. Required text: Lean Fundamentals Student Handbook Fee \$380

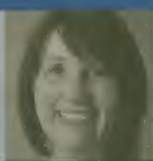
ITEM 9874-B454	C. LINDSTROM	CCEC-Everett, 117
6 Mondays	Apr. 6 - May 11	6:00 - 9:00PM

## Team Collaboration (.6 CEUs)

See page 20 for course description and details.

**Parking  
is included  
with paid  
registrations!**

## Meet Your Instructor



**Edi Dirkes, SPHR**

• **Talent Management** pg. 14

• **Working with Organized Employees** pg. 15

Edi has over 20 years of Human Resources experience, 15 of which have been in a management role. She is a strategic Human Resources Leader with strong expertise in organizational and employee development, staffing management, training, compensation, employee relations, and employment law. She has provided Human Resources leadership in aerospace engineering and manufacturing organizations, as well as in insurance and distribution organizations.

Edi has a Masters Degree in Human Resources and Employment Relations from Penn State, and her undergraduate degree is from Eastern Washington University. She is certified as a Senior Professional in Human Resources (SPHR), has a professional certification in HR Management from the University of Washington, and is a Certified Six Sigma Lean Black Belt. She is a member of local and national SHRM organizations.

# CERTIFICATE PROGRAMS



## PROJECT MANAGEMENT CERTIFICATE

High-demand skills.  
Highly respected program.

- Work-ready skills taught by project management professionals
- Classes count toward PMP® and CAPM® certifications
- Curriculum based off newest PMBOK® Guide
- Everett Community College is a PMI Registered Education Provider

Certificate requires completion of  
99 required and elective course hours:

REQUIRED CORE COURSES (84 hours)	HOURS
Project Management Essentials	15
Project Planning and Scheduling Techniques	15
Project Execution and Control	15
Project Team Management	15
Microsoft Project for Project Managers	15
Project Management Capstone	9

### ELECTIVE COURSES (15 hours)

For currently offered elective courses view our website.

### ATTEND A FREE INFORMATION SESSION

Wednesday, March 11, 6:00 - 7:30PM, Bothell  
Wednesday, March 18, 6:00 - 7:30PM, Everett  
Tuesday, June 30, 6:00 - 7:30PM, Everett  
Thursday, July 9, 6:00 - 7:30PM, Bothell

For more information, go to  
[www.everettcc.edu/Project Management](http://www.everettcc.edu/Project Management)  
Questions about the program?  
Contact Customer Service at (425) 267-0150



The PMI Registered Education Provider logo is a registered service and collective mark of the Project Management Institute, Inc.

## Project Management Certificate

### Project Management Essentials (1.5 CEUs)

Project success doesn't just happen - it requires careful planning and effective management skills. This course will equip you with professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required texts: *The Guide to Project Management Body of Knowledge (PMBOK), 5th Ed.*, Publisher: Project Management Institute, ISBN: 978-1935589679 and Eric Verzuh, *The Fast Forward MBA in Project Management, 4th Ed.*, Publisher: Wiley, ISBN: 978-1118073773. Fee \$355

ITEM 9024-B454	M. MULLIN, PMP	CEEC-Everett, 117
5 Tuesdays	Apr. 7 - May 5	6:00 - 9:00PM
ITEM 9062-B454	G. HILLS, PMP	CEEC-Bothell, CCI-041
5 Wednesdays	Apr. 15 - May 13	6:00 - 9:00PM

### Project Planning and Scheduling Techniques (1.5 CEUs)

Bringing your project in on time and on budget begins with effective planning and scheduling. Explore tools and strategies to define a new project or a new phase of an existing project, define initial scope and budget, develop the Project Charter, identify Stakeholders, and develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. Required texts: Same as PM Essentials course. Fee \$355

ITEM 9025-B454	E. STEWART, PMP	CEEC-Everett, 110
5 Mondays	May 11 - Jun. 15	6:00 - 9:00PM
No Class May 25.		
ITEM 9028-B454	G. HILLS, PMP	CEEC-Bothell, CCI-041
5 Wednesdays	May 20 - Jun. 17	6:00 - 9:00PM

### Project Execution and Control (1.5 CEUs)

Explore tools and processes to monitor and control a project to meet project requirements of time, cost, and quality. Class will include hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources all the way through project closure. Prerequisites: Project Planning and Scheduling Techniques. Required texts: Same as PM Essentials course. Fee \$355

ITEM 9026-B454	D. THOMPSON	CEEC-Everett, 110
5 Mondays	Apr. 6 - May 4	6:00 - 9:00PM
ITEM 9043-B454	S. THOMPSON, PMP	CEEC-Bothell, CCI-041
5 Thursdays	Apr. 16 - May 14	6:00 - 9:00PM

### Project Team Management (1.5 CEUs)

Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills, and tools you need as Project Manager to achieve high project team performance. Understand how to improve communication, motivate, inspire, and manage conflict with techniques you can apply the next day. I Speak Your Language text and questionnaire included. Prerequisite: Project Management Essentials or concurrent enrollment. Fee \$370

ITEM 9934-B454	M. MULLIN, PMP	CEEC-Everett, 239
5 Wednesdays	May 13 - Jun. 10	6:00 - 9:00PM
ITEM 8992-B454	C. GATES	CEEC-Bothell, CCI-041
5 Tuesdays	May 19 - Jun. 16	6:00 - 9:00PM

### Microsoft Project for Project Managers (1.5 CEUs)

This course is designed to help you to use both the beginning and intermediate functionality of Project 2010 as a tool to manage projects. You will learn how to get started with Project; work with both PERT and GANTT charts; create a task list and organize them in a work breakdown structure; set up resources and assign those resources to tasks; format and print your plan and reports; track progress on tasks; import tasks from MS Excel; fine-tune your project; and finalize the project to implement the project plan. You will also create your own personal project of your choice. Prerequisite: Good working knowledge of Windows, Word and Excel highly recommended. This course is based on *MS Office Project 2010 Step by Step* by Carl Chatfield and Timothy Johnson. This 560-page workbook (\$30 value) is included. Fee \$385

ITEM 8909-B454	M. ALDRICH	CEEC-Everett, 125
5 Thursdays	Apr. 2 - 30	6:00 - 9:00PM
ITEM 8908-B454	M. ALDRICH	CEEC-Everett, 126
3 Saturdays	Apr. 11 - 25	8:00AM - 1:00PM
ITEM 9073-B454	J. HOPPER	CEEC-Bothell, CCI-211
5 Thursdays	May 21 - Jun. 18	6:00 - 9:00PM

### Project Management Capstone (.9 CEUs)

In classic Roman architecture, a capstone or keystone is the top center of an arch. Without the capstone, the arch is not complete. Capstone is also defined as: "a crowning achievement, culmination or finishing touch". This course will summarize and reinforce the teachings from the rest of the program in a real world simulation.



Participants will use all the tools and processes of world class project management taught throughout the EvCC Project Management Program to address and manage scenarios in a real world simulation. Fee \$205

ITEM 9441-B454 S. THOMPSON, PMP CCEC-Everett, 125  
3 Wednesdays Apr. 15 - 29 6:00 - 9:00PM

## PROJECT MANAGEMENT CERTIFICATE ELECTIVES

### Project Requirements Management (.9 CEUs)

Defining and Managing Project Requirements. Inadequate processes for requirements definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. You will also learn how to avoid common pitfalls of requirements definition and management. Required text: *Unearthing Business Requirements: Elicitation Tools and Techniques*, 2008, by Rosemary Hosenlopp and Kathleen Hass. Fee \$205

ITEM 9033-B454 M. FISCHER CCEC-Everett, 110  
3 Tuesdays May 5 - 19 6:00 - 9:00PM

### Managing Small Projects (.6 CEUs)

Learn Project Management Institute tools, templates and techniques to manage your small projects effectively. Whether you are an experienced project manager or new to managing small projects, you will learn practical skills that you can put to work immediately. Class focuses on projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: Sandra Rowe, *Project Management for Small Projects*, ISBN-13: 978-1567261851 Fee \$200

ITEM 9029-B454 D. THOMPSON CCEC-Everett, 110  
2 Tuesdays Jun. 2 - 9 6:00 - 9:00PM

### Virtual Teams - Managing Projects Today (.6 CEUs)

Learn practical tools and techniques for managing projects in today's global environment. Through case study analysis of real-life scenarios, identify common challenges and pitfalls of virtual teams and how to navigate them to ensure project success. Fee \$175

ITEM 9031-B454 M. FISCHER CCEC-Everett, 125  
2 Mondays Jun. 1 - 8 6:00 - 9:00PM

### High Performance Management Essentials (1.5 CEUs)

See page 13 for course description and details.

### Introduction to Performance Excellence (1.5 CEUs)

See page 13 for course description and details.

### Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

### Earned Value Management (.6 CEUs)

Earned value management provides Project Managers and stakeholders an extremely useful tool to monitor project progress and indicate when corrective actions are necessary. Learn important concepts, skills and tools a Project Manager needs to implement earned value management. Learn how to successfully plan the project earned value structure, monitor project performance using earned value techniques and more accurately predict final project cost and schedule performance. Required textbook can be purchased at the EvCC bookstore Quentin W. Fleming & Joel Koppelman, *Earned Value Project Management*, 3rd Edition, ISBN 978-1930699892. Fee \$175

ITEM 9038-B454 S. THOMPSON, PMP CCEC-Bothell, CC2-358  
2 Saturdays Mar. 21 - 28 9:00AM - 12:00PM

### Project Risk Management Essentials (.9 CEUs)

All projects involve risk. Learning and understanding basic Project Risk Management can lessen risk exposure, reduce costs and improve project outcomes. Aligned with the PMBOK, this course gives students an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Students will learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Emphasis is placed upon techniques that are widely applicable in project management environments. Prerequisite: PM Essentials course. Fee \$205

ITEM 9039-B454 S. THOMPSON, PMP CCEC-Bothell, CC2-621  
3 Mondays Apr. 20 - May 4 6:00 - 9:00PM

## Meet Your Instructor



**Manfred Fischer**  
Project Management

- **Project Requirements Management** pg. 19
- **Virtual Teams** pg. 19

Manfred Fischer has more than 25 years of experience in major system integration programs in Aerospace. He has been executing development programs of various sizes and content for Aerospace companies in both Engineering and Program Management leadership roles. He started at Airbus Industrie in Europe, then joined a component and system supplier in the US working on systems' subcontract programs with customers like Boeing, Lockheed Martin, Raytheon, Sikorsky, and - most recently - with Dassault Aviation in Paris, France. His extensive experience with projects includes proposal / bid work, technical leadership, life cycle management and improving best practices in Project Management like Risk Management, Requirements Management, Statement of Work analyses and Work Breakdown Structure development. Manfred holds a Master's degree in Physical Science from the Berlin University in Germany.

## CERTIFICATE PROGRAMS

### Agile Project Management (.6 CEUs)

Learn how Agile compares to classic methods in project management and how it can help with changing requirements, shifted deadlines or other major project issues. If you are new to Agile you will learn how to apply fundamental techniques. For those already versed in Agile, we'll provide best practices, tools, and discussions on how companies are using Agile. Topics: iterative delivery of value, anticipating change, reducing project risk, and maintaining focus on priorities. Recommended prerequisite knowledge: Experience with software projects and basic computer literacy. Fee \$205

ITEM 9034-B454 G. SMITH CCEC-Everett, 109  
1 Friday Apr. 24 9:00AM - 4:00PM

### Estimation Essentials (1.5 CEUs)

Build your estimation toolkit with exposure to the primary methods for cost estimation needed in development including parametric estimation, activity-based costing, life cycle estimation, and probabilistic modeling. Estimation methods are placed in context of a Work Breakdown Structure and program schedules, while explaining the entire estimation process. Common trouble areas in cost estimation will be discussed including behavioral influences that can impact the quality of cost estimates. Required texts: see website. Fee \$355

ITEM 9371-B454 D. HILDEBRAND, PMP CCEC-Bothell, CCI-021  
5 Saturdays May 9 - Jun. 13 9:00AM - 12:00PM

No Class May 23.

### Communicating with Impact (.6 CEUs)

See page 20 for course description and details.

### Team Collaboration (.6 CEUs)

See page 20 for course description and details.

## Personal & Professional Excellence Series

### Communicating with Impact (.6 CEUs)

Your professional success is largely determined by how well you communicate with co-workers, employees, your boss, and the community. Learn how to analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow, and express yourself with confidence, assertiveness, and persuasiveness. Course covers techniques for active listening, speaking, presenting, and writing. Participants will implement an interpersonal communication action plan for workplace success and career advancement. Fee \$195

ITEM 9072-B454 L. LAZAROFF CCEC-Everett, 109  
2 Thursdays Apr. 16 - 23 6:00 - 9:00PM

### Team Collaboration (.6 CEUs)

Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders and how to address common obstacles to success, including communication, poor performing team members, interpersonal challenges, and lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee \$195

ITEM 9073-B454 B. FROST, SPHR CCEC-Bothell, CCI-021  
2 Tuesdays Jun. 9 - 16 6:00 - 9:00PM

## CERTIFICATIONS

### Flagging & Traffic Control

#### Flagging & Traffic Control Certification (.6 CEUs)

This course fulfills the WA State training requirements for certification as a flagger. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. Pre-registration is required at least three days before class start date; however, it is recommended you register two weeks in advance. Payment is due at the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. Fee: \$59

ITEM 9900-B454	M. FOY	CCEC-Bothell, CCI-021
1 Saturday	Mar. 21	9:00AM - 3:30PM
ITEM 9141-B454	M. FOY	CCEC-Everett, 110
1 Saturday	Mar. 28	8:00AM - 2:30PM
ITEM 9902-B454	M. FOY	CCEC-Everett, 110
1 Friday	Apr. 10	8:00AM - 2:30PM
ITEM 9138-B454	M. FOY	CCEC-Bothell, CCI-021
1 Saturday	Apr. 18	9:00AM - 3:30PM
ITEM 9137-B454	M. FOY	CCEC-Everett, 110
1 Saturday	Apr. 25	8:00AM - 2:30PM
ITEM 9144-B454	M. FOY	CCEC-Bothell, CCI-021
1 Friday	May 22	9:00AM - 3:30PM
ITEM 9142-B454	M. FOY	CCEC-Everett, 110
1 Saturday	May 30	8:00AM - 2:30PM
ITEM 9145-B561	M. FOY	CCEC-Bothell, CCI-021
1 Saturday	Jun. 20	9:00AM - 3:30PM
ITEM 9901-B561	M. FOY	CCEC-Everett, 110
1 Saturday	Jun. 27	8:00AM - 2:30PM

## CEUs and Clock Hours

If an employer, agency, or other third-party is paying your fee, do you need proof of completion?

You may request Continuing Education Units (CEUs) or Clock Hours for your class or workshop.



### Linked in Groups

#### EvCC Business & Industry Solutions

Discuss employee training opportunities and discover what employer resources are available through EvCC.

[EverettCC.edu/CCEC](http://EverettCC.edu/CCEC)

## CERTIFICATIONS

### Personal Trainer National Certification

#### Personal Trainer National Certification (3.6 CEUs)

Become a Certified Personal Trainer. This class prepares you to work with clients one-on-one. Lecture includes anatomy, exercise physiology, nutrition, muscle and skeletal injuries, and health screening. The National Exam is held on the ninth week. You will then participate in a 30-hour internship program where you will have the opportunity to network with employers and get valuable experience applying your skills. You will receive your national certification after you have successfully completed the National Exam, your internship, and proof of CPR/AED certification. For more information and to order your textbook visit [www.witseducation.com](http://www.witseducation.com) or call 1-888-330-9487. It is recommended you order your textbook early and study the material immediately as this is a challenging course for the novice. You must be 18 years or older. Fee \$680

ITEM 9310-B454	STAFF	CCEC-Everett, 116
10 Saturdays	May 2 - Jun. 11	11:00AM - 4:00PM

Class meets 11am-1pm at EvCC's Corporate & Continuing Education Center and 2pm-4pm at Columbia Athletic Club, 595 128th Street SE, Everett.

Class will not meet on May 23 and July 4.

### Health & Fitness

#### Weekday Wake-up Fitness Program (3.9 CEUs)

Starting a fitness program is easier than you think! Join us for a variety of fitness training. We'll start the week on Monday with ZUMBA®, a dance fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. Tuesday we'll work on cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. ZUMBA® will be repeated on Wednesday and cardiovascular training will be repeated on Thursday. This class is perfect for all shapes, sizes, and exercise levels. Class meets at the EvCC Fitness Center; Multipurpose room (FIT 231) Mondays, Wednesdays; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee \$150

ITEM 9217-B454	S. TAGG, J. KEYS	Fitness Center, 231
39 Daily	Mar. 30 - Jun. 4	6:30 - 7:30AM

Class will not meet on May 25.

#### Weekday Wake-up Zumba Only (1.9 CEUs)

This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee \$75

ITEM 9386-B454	J. KEYS	Fitness Center, 231
19 sessions M/W	Mar. 30 - Jun. 3	6:30 - 7:30AM

#### Weekday Wake-up Cardio Only (2.0 CEUs)

This course is for those only interested in attending the Cardio portion of the Weekday Wake-up fitness program on Tuesdays and Thursdays. Fee \$75

ITEM 9384-B454	S. TAGG	Fitness Center, 148
20 sessions T/Th	Mar. 31 - Jun. 4	6:30 - 7:30AM

#### Circuit Fitness For Seniors (2.4 CEUs)

Circuit fitness develops cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. Improve your fitness in minimum time with maximum benefits. Fee \$79

ITEM 9322-B454	J. BALL	Fitness Center, 148
16 sessions T/Th	Apr. 7 - May 28	8:50 - 9:40AM

#### Cardio Bootcamp (2 CEUs)

Make the commitment to be healthy. Join us and be surrounded by motivated individuals who'll inspire and push you. Circuit training is a form of strength training using high-intensity aerobics. It targets strength building and muscular endurance. All shapes, sizes, and fitness levels welcome. See website for class location. Fee is for one month session. Fee \$79

ITEM 9244-B454	A. MARTINEZ	See website for location
22 sessions (daily)	Apr. 6 - May 6	5:30 - 6:30AM

#### Beginners Introduction to Yoga (.8 CEUs)

This class recommended for new yoga students. Join and explore basic yoga postures and concepts including alignment, breathing and relaxation. No matter your experience, age, or body type, come and explore why yoga is for you! Fee \$99

ITEM 9316-B454	S. WRIGHT	CCEC-Everett, 110
6 Thursdays	Apr. 16 - May 21	5:00 - 6:00PM

ITEM 9318-B453	S. WRIGHT	CCEC-Bothell, TBO
6 Mondays	Apr. 13 - May 18	6:00 - 7:00PM

## HEALTH & FITNESS

#### Beginning Qigong (.9 CEUs)

Explore the history and general principles of qigong, qigong exercises and techniques, how energy blockages affect your health, and keys to successful healing. This workshop will introduce you to the wonderful and powerful spiritual healing energy of qigong. Fee \$99

ITEM 9329-B454	B. GLEISHER	CCEC-Everett, 109
9 Wednesdays	Apr. 15 - Jun. 10	6:00 - 7:30PM

#### Meditation with Tai Chi (1.5 CEUs)

Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee \$99

ITEM 9328-B454	B. GLEISHER	CCEC-Everett, 218
9 Wednesdays	Apr. 15 - Jun. 10	7:30 - 9:00PM

#### Nutrition & Living Well: Making Sense of the Food We Eat (.9 CEUs)

Gluten free, Paleo, Mediterranean, Raw, Juicing. With so many different diets and health food fads it can be confusing to know what to eat. Modern medicine makes it even harder when one doctor says eat this, and another says to avoid it. Learn why some health foods might be making you sick, including yogurt, nuts, fish, tomatoes, wine, and chocolate. For over 5,000 years Oriental medicine has used food to both prevent and treat disease. Join us as we talk about why one person's food may be another person's poison. We will discuss the three different body types, and what foods are good and bad for them. Fee \$89

ITEM 9001-B454	O. FREEDMAN	CCEC - Everett, TBO
3 Saturdays	April 18 - May 2	9:00AM - NOON

See [EverettCC.edu/CCEC](http://EverettCC.edu/CCEC)  
for more exciting  
health and fitness classes.

## Meet Your Instructor



**David Freedman**

### • Nutrition & Living Well: Making Sense of the Food We Eat pg. 21

David Freedman is a Certified Ayurvedic Practitioner and is the Director of the Center for Vedic Medicine (VedicMD.com). David is a graduate of the AYU Ayurvedic Academy, where he studied under traditionally trained Ayurvedic physicians and surgeons. He has had the unique opportunity to continue post graduate study with leading Ayurvedic doctors, teachers, and authors. He has been an Ayurvedic advisor and instructor at Bastyr University, Kerala Ayurveda Academy, and Shoreline Community College. He is a member of the Washington State Ayurvedic Medical Association, and is the editor and contributor of the book *Ayurvedic Massage Therapy*. He has studied Oriental medicine for over 25 years including Ayurveda, Vedic Medical Astrology, Medical Yoga, Tibetan, and Chinese medicine.

## Visual, Creative Arts and Music

### Beginning Watercolor (3.0 CEUs)

Discover the magic of watercolor painting! Learn about watercolor paper, paints, brushes, values and drawing in a fun, nurturing atmosphere. You'll be amazed at how fast you progress. Learn to see like an artist, develop basic drawing and brushstroke skills. Discover the value of light and shadow to add drama to your paintings! Participate in creative exercises and build the skills to take your artwork to the next level. Materials list on website. Fee: \$169

ITEM 9894-B454	C. COLLINS FREEMAN	CCEC-Bothell, TBD
6 Tuesdays	May 5 - Jun. 9	6:30 - 8:30PM
ITEM 9232-B454	C. COLLINS FREEMAN	CCEC-Everett, TBD
5 Saturdays	May 9 - Jun. 6	2:00 - 5:30PM

### Keeping a Nature Journal (1.2 CEUs)

This course is for both the beginning and the seasoned artist who want to reconnect with nature through sketching and writing. Even if you think you can't draw or write, this is a great course for anyone who loves nature. Learn to observe nature closely, sketch with confidence, keep accurate records, narrate the changing seasons, and more. We will learn simple step-by-step methods for recording on paper what you see in nature. Materials list on website. Fee: \$169

ITEM 9200-B454	C. COLLINS FREEMAN	CCEC-Everett, TBD
5 Saturdays	May 9 - Jun. 6	10:00AM - 1:00PM
This is section 1.5 CEUs.		
ITEM 9279-B454	C. COLLINS FREEMAN	CCEC-Bothell, TBD
6 Thursdays	May 7 - Jun. 11	6:30PM - 8:30PM

### Everett Choral

Love to sing? If you are looking for an outlet for your passion, this is the program for you! Enjoy learning a variety of choral music and have the opportunity to perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. The 90 voice Everett Choral performs at the Everett Performing Arts Center. The rehearsal location will be confirmed by early December. Special performance dress is required. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a \$5 registration fee which is non-refundable. For more information visit [everettchorale.org](http://everettchorale.org). Fee \$50

ITEM 9294-B454	S. STAFF	Offsite
6 Mondays/1 Sunday	Apr. 20 - Jun. 7	7:00 - 9:30PM

### Kirkland Arts Center

Everett Community College's Corporate & Continuing Education Center (EvCC CCEC) is a partner with the Kirkland Arts Center (KAC). KAC's mission is to promote artistic mastery and public participation in the visual arts through innovative classes, contemporary exhibitions, and events. KAC offers classes for toddlers, youth, teens, and adults year-round. Classes are available weekdays, both daytime and evening, as well as weekends. Topics include but are not limited to Art History, Ceramics, Digital Media, Drawing, Glass, Painting, Printmaking, Watercolor, and many more. To view classes visit: [www.kirklandartcenter.org](http://www.kirklandartcenter.org)

If you are interested in these courses through KAC and are also interested in earning clock hours, you must register with EvCC CCEC as well as KAC.

### Guitar For Adults & Teen Level 1 (.8 CEUs)

Play the acoustic guitar! You'll be introduced to the most common chords used in many popular songs. You'll also discover how to make chord changes called progressions, use basic strumming patterns, and tune your guitar. No prior music experience is necessary. Although you will need to bring an acoustic guitar to class, these skills also apply to the electric guitar. Appropriate for ages 13 and older. Fee \$99

ITEM 9293-B454	E. WOOD	CCEC-Everett, 218
6 Saturdays	Apr. 11 - May 2	9:00 - 10:00AM

## SEWING

### Ready, Set, Sew: Basic-Advanced Sewing Techniques (1.2 CEUs)

Discover the basics or explore advance technique in how to use a sewing machine, understand sewing vocabulary, use a retail paper pattern or learn how to make your own and find how various sewing notions will make sewing easier. The atmosphere is fun and flexible. Recommendation: Bring your own sewing machine and sewing supplies. Register early class limit is 6. Fee \$160

ITEM 9209-B454	K. ERICKSON	Off site @ Grow WA
4 Saturdays	Apr. 11 - May 2	10:00AM - 1:00PM

No Class 2/28. Class meets at Grow Washington: 3013 Colby Ave.



## Sewing Workshop Series (.9 CEUs) **NEW**

Register for all three sewing classes below for a \$40 savings. All classes meet at Grow Washington @ 3013 Colby Ave in Everett. Fee: \$140

ITEM 9210-B454	K. ERICKSON	Off site @ Grow WA
3 Saturdays	May 23 - Jun. 20	10:00AM - 1:00PM

## Slipcovers for Wood Dining & Kitchen Chairs (.3 CEUs) **NEW**

Why not make that old chair look like new? Explore the possibilities of covering it up with a slipcover. Discover the secrets to making a slipcover for kitchen, dining, or wood chairs. Lecture/demo plus learn how to make a continuous bias. Feel free to bring a photo of a chair you'd like to make a slipcover for and have your questions answered. Fee: \$60

ITEM 9211-B454	K. ERICKSON	Off site @ Grow WA
1 Saturday	May 23	10:00AM - 1:00PM

## Pillow Talk (.3CEUs) **NEW**

Become inspired during the Pillow Trunk Show and explore pillows, whether they are on the sofa, back a dining room chair, on the bed, or just for lounging in the family room. They can change the look of any room. See how easy it is to make functional, luxurious or memorable gift pillows. Bring your sewing machine and you will create a small pillow to take home. Fee: \$60

ITEM 9195-B454	K. ERICKSON	Off site @ Grow WA
1 Saturday	Jun. 6	10:00AM - 1:00PM

## Dreams of Beautiful Bedding (.3 CEUs) **NEW**

Dreams about beautiful bedding can come true and save yourself cash when you sew. Explore how to measure, calculate yardage, cut and sew bed covers as you discuss which style of bed cover works best for each bed style. Discover matching patterns at the seam, zipper insertion and banding. Bring a sample duvet cover to take home. Bring your sewing machine. Fee: \$60

ITEM 9200-B454	K. ERICKSON	Off site @ Grow WA
1 Saturday	Jun. 20	10:00AM - 1:00PM

## Personal Business, Finance & Investment

### How To Start A Business (.3 CEUs)

You've thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee \$69

ITEM 9097-B454	M. O'DELL	CCEC-Everett, 109
1 Thursday	May 21	6:00 - 9:00PM

### eBay 1: The Basics of Selling (.3 CEUs)

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Fee \$69

ITEM 9196-B454	K. BOYD	CCEC-Everett, TBD
1 Tuesday	Apr. 28	6:00 - 9:00PM

### Create a Website for Fun, Profit and Business! (.5 CEUs)

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or business website in 60 minutes. Covers social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating Affiliate websites. Taught by a multi award-winning instructor and published author from Seattle. Fee \$89

ITEM 9098-B454	K. BOYD	CCEC-Everett, TBD
1 Monday	Apr. 27	6:00 - 9:30PM

### The Financial ABCs of Retirement Planning (.6 CEUs)

Learn how to limit your exposure, and how the market impacts your IRA, 401(k), 403(b) & other retirement accounts. We'll cover varied aspects of conservative investing, such as changes in investing paradigms, history of markets, impact of bear markets, retirement budgeting, aspects of financial decisions, and more, while highlighting the ABC Model of Investing. The course is based on the book Bat-Socks, Vegas and Conservative Investing, by financial planner David P. Vick and its companion, The Financial ABCs of Retirement Planning Workbook. Both books included in course fee. Couples may attend together for a single registration fee. Fee: \$59

ITEM 9188-B454	R. KEPPLER	CCEC-Everett, TBD
3 Tuesdays	May 5 - 19	6:00PM - 8:00PM
ITEM 9189-B454	R. KEPPLER	CCEC-Everett, TBD
2 Saturdays	May 9 - 16	9:00AM - 12:00PM

### Retirement Planning Today™ (.6 CEUs)

Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited so register today. Fee: \$59

ITEM 9190-B454	T. MCILRATH	CCEC-Everett, TBD
2 Mondays	Mar 23 & 30	6:30PM - 9:30PM
ITEM 9191-B454	T. MCILRATH	CCEC-Everett, TBD
2 Thursdays	Apr 2 & 9	6:30PM - 9:30PM
ITEM 9190-B561	T. MCILRATH	CCEC-Everett, TBD
2 Thursdays	Jun 18 & 25	6:30PM - 9:30PM
ITEM 9191-B561	T. MCILRATH	CCEC-Everett, TBD
2 Tuesdays	Jun 23 & 30	6:30PM - 9:30PM
ITEM 9192-B561	T. MCILRATH	CCEC-Everett, TBD
2 Wednesdays	Jun 17 & 24	6:30PM - 9:30PM
ITEM 9193-B561	T. MCILRATH	CCEC-Everett, TBD
2 Saturdays	Jun 20 & 27	9:00AM - 12:00PM



## PERSONAL INTEREST

### Personal Growth & Development

#### Introduction to SoulCollage® (.3 CEUs)

Unleash your inner creativity and wisdom by simply cutting out magazine images, gluing them down on a card and giving them voice! You make your own deck of cards — each collage card representing one aspect of your personality or Soul. Joyfully deepen your understanding of the relationships between your personality parts, you and your family/community/world, and you and your dreams, symbols, and Spirit. You will be intrigued and delighted by your discoveries and insights during this make-and-take workshop. Check out [www.soulcollage.com](http://www.soulcollage.com) for more information. All materials included (\$10 value). Fee \$65

ITEM 9326-B454	S. WEST	CCE-Everett, 116
1 Saturday	May 16	9:00AM - 12:00PM

#### Using Crystals to Enhance Your Life (.3 CEUs)

Crystals can be beneficial in your daily life. Crystals have unique and individual qualities that can be used in order to provide balance, protection, health and other positive attributes. Come enjoy an informative class that will describe some common crystals, how to use and program them, how to use them with your chakras and learn other interesting information related to crystals. Fee \$59

ITEM 9326-B454	S. KONGIRA, Ph.D.	CCE-Everett, 218
1 Saturday	May 9	1:00 - 4:00PM

#### Astronomy - Exploring the Night Sky (1.2 CEUs)

Learn about the stars and the planets and the stories behind their discoveries. Explore the solar system and beyond in a multidisciplinary look at Astronomy. We will discuss what the night sky has to teach us. Course includes an optional stargazing field trip. Fee \$145

ITEM 9286-B454	R. EVANS	CCE-Bothell, TBD
6 Tuesdays	Apr. 14 - May 19	7:00 - 9:00PM

#### Working with the Energy of the Moon (.3 CEUs)

Allured by the moon? The moon holds mysteries that are revealed, if we just acknowledge her presence. Join an intriguing class exploring the myths and lore of the moon, her associated Goddesses and symbols, our relationship to the moon, and how to use phases of the moon to incorporate her magical presence into our lives. Fee: \$59

ITEM 9325-B454	S. KONGIRA, Ph.D.	CCE-Everett, TBD
1 Saturday	Apr. 18	Noon - 3:00PM

#### Is it a Real Work at Home Job or Scam? (.3 CEUs)

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! The first half of this class focuses heavily on the marketing trick of scammers. You'll learn how to track emails, trace IP addresses and research companies, giving you confidence to recognize scammers from legitimate work. The second part of the class will provide you with over 170 resources on how to make extra income (besides selling your life on eBay), as well as over 140 legitimate companies that hire at-home workers. Basic Internet and email skills required. Course fee includes \$25 book with listings. Fee: \$59

ITEM 9184-B454	B. MOORADIAN	CCE-Everett, 110
1 Tuesday	Apr. 21	6:30 - 9:30PM

#### Become a Mystery Shopper (.3 CEUs)

Yes, there is such a thing as a free lunch! Companies hire people to make observations on their stores and employees. They need the information to train workers and improve customer service, and the result is that you get to earn money while you shop and eat! Learn who is hiring, what companies expect, writing a great evaluation, tax reporting, common scams, and how to get started. Class cost includes workbook (\$25 value). Fee: \$59

ITEM 9199-B454	B. MOORADIAN	CCE-Everett, 239
1 Thursday	May 7	6:30 - 9:30PM

### Photography

#### Beginner's Photography (.7 CEUs)

Take the mystery out of the buttons and dials on your camera. Topics include manual settings; exposure and white balance and focus; techniques for sharper images; controlling light and depth of field with Aperture; and so much more. The first and third meet in the classroom and the second session is a field trip with hands-on experience and instructor expertise. Also included are post-production options and how to get the images out of your camera and onto your computer for sharing. Fee \$95

ITEM 9187-B454	A. LAWRENCE	CCE-Bothell, TBD
3 Sessions W/Sa	May 13, 16, 20	7:00 - 9:00PM

Class meets 10am-1pm for the field work on May 16.

#### Camera Fundamentals: A Basic Course (1.2 CEUs)

Bring your digital DSLR camera to class. This introduction course will cover the fundamentals of camera operation: exposure, f/stops, shutter speeds, ISO, lenses, filters, and flash. A tripod is also recommended (students may contact instructor). Taught by Robert Stahl, MA in Art History. Instructor's work has appeared in National Geographic publications. Please visit [www.everettcc.edu/coursematerial](http://www.everettcc.edu/coursematerial) for required textbook. Fee \$139

ITEM 9284-B454	R. STAHL	CCE-Everett, 239
4 Saturdays	May 16 - Jun. 13	8:30 - 10:30AM

No class 5/23. Includes afternoon 2-hour field trips on 5/17 & 5/31.

#### Photographic Composition - Intermediate (1.0 CEUs)

This intermediate color photography class will interest those with a digital DSLR or mirrorless camera. Develop an eye for photographic compositions that are compelling and creative. Emphasis will be on utilizing the basic design elements of color and form (shape, line, texture, & depth). Includes 2, two-and-half hour Sunday morning field trips (May 17 & 31). A tripod is required. Taught by Robert Stahl, MA in Art History. Instructor's work has appeared in National Geographic publications. Required textbook: *Photography and the Art of Seeing* by Freeman Patterson (ISBN-13: 978-1-55407-980-3). Course fee does not include text. Fee: \$139

ITEM 9379-B454	R. STAHL	CCE-Everett, TBD
4 Saturdays	May 16 - Jun. 13	10:30AM - 12:30PM

No class 5/23. Field photography is included on the mornings of 5/17 & 5/31.

## Creative Night Photography (1.5 CEUs)

Photographing at night brings with it many creative possibilities but also many challenges. Learn how to approach night photography, choose settings, use the Histogram on your camera, focus in low light, and post processing your images. You don't need a fancy camera for amazing, eye-catching night photos. With a few tips and tricks you'll be amazed with the difference in your photos. Class includes lecture and hands-on shooting opportunities out in the field. Class size is limited so you get personal attention. Fee \$225

ITEM 9176-B454	J. AGUILERA	CCEC-Bothell, TBD
4 Saturdays	May 16 - Jun. 13	5:00 - 9:00PM
No class 5/23.		

## Macro Photography (.8 CEUs)

The difference between a snapshot and a great photograph is having a complete understanding of composition and using it when behind the camera. We'll explore the rules of composition and learn to "see" with a composed photograph in mind. Topics include the rules of composition and why you should break them, visualizing your shots, eliminating clutter, and how to tell stories through your photographs. Includes peer-to-peer critiques and challenge bonus assignments. Class is open to any level and any type of camera. Fee \$139

ITEM 9231-B453	J. AGUILERA	CCEC-Bothell, TBD
4 Saturdays	Apr. 11 - May 2	9:00AM - NOON

## Lightroom for Photographers (1.2 CEUs)

Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can furrow the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom, to learn how it is used best. Fee: \$199

ITEM 9176-B454	J. AGUILERA	CCEC-Bothell, TBD
4 Saturdays	May 2 - 23	2:00 - 5:00PM

## World Languages & Culture

### American Sign Language VI (ASL & 223) (5 credits)

Sequence of three courses at the intermediate level focusing on developing ASL fluency, ability to narrate events, make suggestions and requests, talk about and describe activities, family members, etc. and improve on these skills. Self-support, non-tuition class; class cost is \$534; an additional technology fee may also apply. Payment is due at time of registration. Last day for 100% refund is April 3. There is no 50% refund option. Prerequisite: ASL & 221 or equivalent. You must register through Enrollment Services for this class. Fee \$534

ITEM 9489-B454	BONTRAGER L/LEFORS P	5:00 - 7:10PM
19 sessions M/W	Mar. 30 - Jun. 3	
EvCC Main - Index Hall 703		

### Chinese Conversation & Culture (1.2 CEUs)

Join us for this introductory course and learn a conversational approach to Mandarin Chinese for business, travel, or social purposes. Our focus will be oral communication (listening and speaking), facilitated through interactive exercises in class. We'll also cover reading and writing basics at the most fundamental level. The importance of culture and protocol is incorporated into each lesson. Fee \$139

ITEM 9182-B454	W. LIU	CCEC-Bothell, TBD
6 Mondays	Apr. 14 - May 19	6:30 - 8:30PM

### French Level 1 (1.2 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Please visit [www.everettcc.edu/ccec/resources](http://www.everettcc.edu/ccec/resources) for required textbook information. The same textbooks will be used for Levels 1 and 2. Fee \$139

ITEM 9011-B454	C. DUCHESNE	6:00 - 8:00PM
6 Mondays	Mar. 30 - May 4	
EvCC Main, White Horse Hall, 365		

### French Level 2 (1.2 CEUs)

In this second level of our beginning French class, you will reinforce your basic knowledge of this beautiful language in a fun and relaxed atmosphere! You will also improve your communication skills. By the end of the class you will be able to maintain a simple conversation about daily routines and events. Prerequisites: French Level 1 or instructor permission. Textbook is the same as Level 1. Fee \$139

ITEM 9175-B454	C. DUCHESNE	6:00 - 8:00PM
6 Wednesdays	Apr. 1 - May 6	
EvCC - Main, White Horse Hall, 365		

### French - Intermediate (1.2 CEUs)

You will continue to learn basic structures while expanding practical vocabulary. We will practice the present tense, the simple future and a past tense. Emphasis is on speaking and listening comprehension. Topics include traditions, food, transportation and daily routines. Textbook is the same as French Introduction. Recommended prerequisite: French Introduction or equivalent experience. Fee: \$139

ITEM 9089-B454	C. DUCHESNE	CCEC-Bothell, TBD
6 Tuesdays	Apr. 14 - May 19	6:30 - 8:30PM

### Italian Level 1 (1.2 CEUs)

Learn the basics of Italian. Lessons and activities include common and useful expressions for everyday life and information about Italian culture. Introduction to basic grammar, verb conjugation, vocabulary and pronunciation are designed to give you immediate speaking ability in Italian. This class is a perfect introduction for someone with no experience in the language or a refresher for those planning a trip to Italy. The instructor holds an M.A. in Italian Studies from UW and has been teaching adult students for over 20 years. Please visit [www.everettcc.edu/ccec/resources](http://www.everettcc.edu/ccec/resources) for required textbook information. NOTE: Cost of textbook includes one year of access to the text's online Learning Site! Fee \$139.

ITEM 9167-B454	BERTOLDI R	5:00 - 7:00PM
6 Mondays	Mar. 30 - May 4	
EvCC Main, Gray Wolf Hall, 264		

## PERSONAL INTEREST

### ITALIAN I (ITAL 121) (5 credits)

Continuing course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. Self-support, non-tuition class. Class cost is \$534 which does not include any other fees. Payment is due at time of registration. Last day for 100% refund is April 3. There is no 50% refund option. You must register through Enrollment Services for this class. Fee \$534

9461-8454 BERTOLOI R Online  
Mar. 30-Jun. 11

### ITALIAN II (ITAL 122) (5 credits)

Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. Self-support, non-tuition class. Class cost is \$534 which does not include any other fees. Payment is due at time of registration. Last day for 100% refund is April 3. There is no 50% refund option. You must register through Enrollment Services for this class. Fee \$534

9460-8454 BERTOLOI R Online  
Mar. 30-Jun. 11

### Spanish - Introduction (1.2 CEUs)

Come and learn the basics of Spanish in a practical and enjoyable way! The lessons and activities in this class will include the most common and useful expressions for everyday life. The introduction to basic grammar, verb conjugation, vocabulary, and pronunciation is designed to give you immediate speaking ability in Spanish. The class would be a perfect introduction or a refresher for those planning a trip to a Spanish-speaking region. Please visit [www.everettcc.edu/coursematerial](http://www.everettcc.edu/coursematerial) for required textbook information. Fee \$85

ITEM 9876-8454 L. LORANG CCEC-Botheil, TBO  
6 Thursdays Apr. 15 - May 20 6:30 - 8:30PM

### Spanish - Intermediate (1.2 CEUs)

Continuation of Spanish Introduction. You will increase communication skills as you simultaneously increase your knowledge of grammar, verb conjugation, and vocabulary. Recommended prerequisite: Spanish Introduction or equivalent experience. Textbook is the same as Spanish Introduction. Fee: \$139

ITEM 9877-8454 L. LORANG CCEC-Botheil, TBO  
6 Thursdays Apr. 9 - May 14 6:30 - 8:30PM

### Spanish Level 1 (1.2 CEUs)

Planning to visit a Spanish-speaking country? Let us help you prepare for an enjoyable trip. Join us to explore basic Spanish conversational phrases and vocabulary – how to order food in restaurants, use the transportation system, ask for assistance, and much more! This course will also include a video presentation and information on the diverse people and cultures of Latin America and Spain. No prior knowledge of Spanish is necessary. Please visit [www.everettcc.edu/ccec/resources](http://www.everettcc.edu/ccec/resources) for required textbook information. The same textbook will be used for Levels 1 and 2! Fee \$139

ITEM 9172-8454 B. JOHNSON CCEC - Everett, 218  
6 Mondays Apr. 13 - May 18 6:30 - 8:30PM

### Spanish Level 2 (1.2 CEUs)

This course is a continuation of Level 1. For those who already speak some Spanish, this class will provide you with additional useful conversational phrases and vocabulary to help make your visit to a Spanish-speaking country more enjoyable. In addition to studying routine phrases to use in restaurants, shops, and offices, you will explore the culture of the country you plan to visit. Required textbook is the same as Level 1. Prerequisites: Spanish Conversation and Culture Level 1 or instructor permission. Fee \$139

ITEM 9173-8454 B. JOHNSON CCEC - Everett, 218  
6 Wednesdays April 15 - May 20 6:30 - 8:30PM

## Summer Reading Programs for Children & Adults

For an enjoyable activity with lifelong benefits, we recommend one of our eight different reading skills programs taught by instructors from the Institute of Reading Development. Programs have been offered through Everett Community College's Corporate & Continuing Education Center since 1992.

Programs are available for the following ages/grades:

- 4-Year-Olds and Entering Kindergarteners
- Entering 4th or 5th Graders
- Entering 1st Graders
- Entering 6th, 7th, or 8th Graders
- Entering 2nd Graders
- Entering 9th, 10th, or 11th Graders
- Entering 3rd Graders
- Entering 12th Graders, College Students, or Adults

For detailed information please visit [www.everettcc.edu/reading](http://www.everettcc.edu/reading)

To speak with a program coordinator, or enroll by phone, call (800) 964-8888 Monday - Friday 5am - 7pm and Saturday 7am - 3pm.

## PERSONAL INTEREST

### Creative Writing

#### Short Story Writing (1 CEU)

Short fiction—the easiest form of fiction to sell—fills magazines and anthologies. Learn how to create a satisfying narrative arc in 500 to 3000 words. Practice “flash fiction” and “What If?” exercises for creation and improvement of short stories. This fun class is appropriate for writers of all levels and genres. Instructor has sold short fiction in mainstream, sci-fi, humor, magical realism, inspirational, mystery, and other genres, as well as editing literary journals and judging fiction competitions. Fee: \$179

ITEM 9263-B454 A. HUFF CCEC-Bothell, TBD  
5 Wednesdays Apr. 1 - May 6 6:30 - 8:30PM  
No class 4/29.

#### Herstory: Writing Life Stories from a Female Perspective (4 CEU)

We'll be putting a female twist on writing our life stories. This class will use timed oral storytelling to stimulate often ignored parts of women's memoirs. Join us for the fun! Don't forget to bring a finger food contribution. Fee: \$79

ITEM 9266-B454 A. HUFF CCEC-Everett, TBD  
1 Saturday Apr. 11 10:00AM - 2:00PM

#### HOT Writing (4 CEU)

Creative surprises surface as writers unlock inner riches. Simple catalysts bring results. More nurturing than poetry slams and more productive than time spent alone, hot writing can pop the creative cork. Join the fun and astonish yourself! Fee: \$79

ITEM 9179-B454 A. HUFF CCEC-Everett, TBD  
1 Saturday Apr. 25 10:00AM - 2:00PM

#### Character Development in Writing - Online (1.0 CEUs)

Fee: \$99  
Item 9269-B453 A. HUFF Online

#### Commas To Content: Edit Your Own Writing - Online (1.0 CEUs)

Fee: \$99  
Item 9277-B454 A. HUFF Online

#### Creating A Selling Novel - Online (1.0 CEUs)

Fee: \$99  
Item 9275-B454 A. HUFF Online

#### Do You Want To Be An Editor? - Online (1.0 CEUs)

Fee: \$99  
Item 9274-B454 A. HUFF Online

#### Freelance Writing - Online (1.0 CEUs)

Fee: \$99  
Item 9271-B454 A. HUFF Online

#### Plot, Theme, Setting, and Dialogue, for Fiction - Online (1.0 CEUs)

Fee: \$99  
Item 9272-B454 A. HUFF Online

#### Sell Your Nonfiction Book - Online (1.0 CEUs)

Fee: \$99  
Item 9276-B454 A. HUFF Online

#### Write About Your Life - Online (1.0 CEUs)

Fee: \$99  
Item 9273-B454 A. HUFF Online

#### Writing For Children - Online (1.0 CEUs)

Fee: \$95  
Item 9268-B454 A. HUFF Online

See Website for more creative writing courses.

## ONLINE LEARNING

No time for a regular class schedule?

No Problem.

We have you covered.

#### ONLINE NON-CREDIT CLASSES \$109

Can't make it to class on a regular schedule? In collaboration with Ed2Go, EvCC's Corporate & Continuing Education Center now offers a wide variety of non-credit classes online. The courses are taught by instructors who are famous for their ability to create warm and supportive learning communities, plus are affordable, fun, fast and convenient! For a full list of course titles and descriptions, visit the class web site:

[www.ed2go.com/everett](http://www.ed2go.com/everett)  
and select "Courses."

While visiting the web site, test drive a free sample class by selecting "demo" on the landing page!

#### How Online Classes Work:

Each course costs \$109 and is six weeks in length. Each class has a set beginning and end date. You have two class sessions to choose from for Spring quarter:

**March 18 - April 24**  
**April 15 - May 22**

## BACHELOR OF ARTS IN MANAGEMENT (BAM)

Customizable education programs that lead toward a

**Bachelor of Arts in Management – Organizational Excellence Degree**  
through a partnership between EvCC and City University of Seattle

#### JUMP START YOUR CAREER

- Courses are designed for the busy adult
- Receive up to 45 college credits for previous documented industry trainings and other classes
- Earn professional certificates first, and stack your education to earn your degree

#### CHOOSE PROFESSIONAL CERTIFICATES TO APPLY TOWARDS YOUR DEGREE

- Project Management
- High Performance Management
- Human Resources Management
- Manufacturing Operations Management
- Lean Six Sigma

Questions? Email [SkillForce@everettcc.edu](mailto:SkillForce@everettcc.edu) or [www.EverettCC.edu/BAM](http://www.EverettCC.edu/BAM)

## HOW TO REGISTER

Classes fill up quickly. Register now to secure your spot. Registration confirmations will be emailed within 48 hours of your request. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.



ONLINE: [www.EverettCC.edu/CCEC](http://www.EverettCC.edu/CCEC) (Visa/MasterCard/Discover) 24/7



PHONE: 425.267.0150 (Visa/MasterCard/Discover) Monday-Thursday 7am-6:30pm, Friday 7am-5pm and Saturday 7:30am-4pm. Please be prepared to give all information included on the mail-in form below.



FAX: 425.259.8299 (Visa/MasterCard/Discover or company purchase order only.)  
Complete the mail-in registration form below. Transmit form and payment.



MAIL: Complete the mail-in registration form below. Include payment for the exact amount of tuition.  
See mailing address instructions below.



IN PERSON: Register at least one week in advance of class start date. You may register at the Corporate & Continuing Education Center located at 2333 Seaway Blvd., Everett, WA 98203 Monday - Thursday 7am - 6:30pm, Friday 7am - 5pm and Saturday 7:30am - 4pm.

REGID

Item #	Date	Day	Time	Location
9864-8234	May 7 - Jun. 11	6 Tuesdays	4:00-8:00PM	CCEC-Everett - Rm 123



## CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER.

Registration for:

**SPRING  
2015**

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ ☐ Female ☐ Male

Student ID# \_\_\_\_\_ SS# \_\_\_\_\_

☐ Please check this box if you decide not to provide your Social Security Number. For information regarding why EvCC is asking for your SS# call 425-267-0150 or visit <http://TinyURL.com/EvCCSSNNumber>.

Item Number	Quarter Code	Course Title

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

METHOD OF PAYMENT: ☐ Check or money order

Credit Card payment: ☐ Visa ☐ MasterCard ☐ Discover

Card number: \_\_\_\_\_ \*V-code: \_\_\_\_\_

Name on card: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Signature: \_\_\_\_\_

\* The V-code is the 3 digit number located on the back of your credit card and is required to process your request.

**REGISTRATION CONFIRMATION** If you register at the Parks Student Union Building on the main EvCC campus call the Corporate & Continuing Education Center office to receive your Registration Confirmation and any additional information you may need prior to the class start date. Registration confirmations are not guaranteed to arrive via mail. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.



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## SATISFACTION GUARANTEED

If you are not completely satisfied with one of our workshops or were not able to attend due to an emergent situation, you may repeat it (one time, tuition-free, for up to one year, as long as there is space available and the course is still offered). Valid picture identification required. Call Corporate & Continuing Education Center at 425-267-0150 for information. (Online and credit-bearing courses are excluded from this policy.)

## OUR REFUND POLICY

Cancellations or changes to your schedule need to be made at least 4 business days prior to first class session to receive a refund. Classes not meeting minimum enrollment will be canceled and refunded 100%. Allow 30 days to process refunds. Any exceptions to this policy are listed in the applicable course descriptions. See also "Satisfaction Guaranteed" policy above.

## CANCELLATIONS

Classes not meeting minimum enrollment will be canceled. The College will attempt to notify students 3 days prior to the class start date if a class is being canceled.

## ACCREDITATION

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## CEUs AND CLOCK HOURS

The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.

# Bothell (Cascadia College) Campus Maps

## CAMPUS MAP

UNIVERSITY OF WASHINGTON &  
CASCADIA COMMUNITY COLLEGE  
BOTHELL, WA 98011



## Directions to Bothell VIA SR-522

**From SR 522 Northbound:** In Seattle, SR 522 is Lake City Way. North of Seattle, it passes through downtown Bothell. For South access, please use the directions for SR-522 Eastbound. At the intersection where SR 522 crosses SR 527, continue straight into downtown Bothell on Main Street. On the other side of downtown Bothell, Main Street becomes Beardslee Boulevard. Continue east on Beardslee Boulevard for 1/2 mile. The entrance to campus is on the right.

**From SR-522 Westbound:** Take SR-522 West towards Bothell, after passing under the I-405 Interchange, stay to the right. At the first traffic light, turn right onto South Campus Way.

**From SR-522 Eastbound:** Take SR-522 East (Bothell Way NE) towards Bothell. At traffic light (SR-527/SR-522 and Main Street) bear right heading eastbound onto SR-522, continue through traffic light at Kaysner Way. At next stoplight, turn left onto South Campus Way.

## Directions to Bothell VIA I-405 AND I-5

**From I-405 Northbound:** Take I-405 North towards Bothell, take exit 238 (SR 522 West), stay right onto South Campus Way.

**From I-5 / I-405 Southbound:** From Interstate 5, take Exit 182 (I-405 South), follow I-405 South towards Bothell, take the Beardslee/195th exit (Exit 24) and continue to the stoplight at the end of the exit ramp. Turn west onto Beardslee Boulevard (a right turn from I-405 southbound), and go about 1/4 mile on Beardslee. The entrance to campus is on the left.

## PARKING INFORMATION

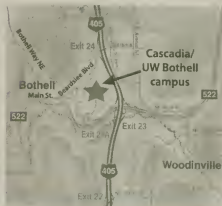
Parking permits for Bothell courses will be emailed to you with your course registration confirmation.

For parking on dates other than indicated on your parking permit please follow posted parking policies at Cascadia College.

## CASCADIA COLLEGE BOTHELL

18345 Campus WAY NE  
Bothell, WA 98011

**BOTHELL  
(CASCADIA C)**



# Everett Community College Campus and Off-site Location Maps



## Quick Find

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CASHIER	5
FINANCIAL AID	5
HUMAN RESOURCES	5
LIBRARY / MEDIA CENTER	4
PRESIDENT'S OFFICE	3
UNIVERSITY CENTER	7

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FT	FITNESS CENTER	15
GL	GLASSER HALL	12
GW	GRAY WOLF HALL	7
IND	INDUSTRIAL HALL	11
JCC	JENNIFER JACKSON CONFERENCE CENTER	8
LAC	LIBRARY / MEDIA CENTER	4
LBI	LIBRARY HALL	9
NCH	NORTH CREST HALL	1
NH	NORTH HAVEN HALL	1
OC	OLYMPIA COLLEGE	3
PSU	PACIFIC STUDENT UNION	5
RA	RAVENS HALL	2
SH	SCHOLAR HALL	12
WH	WHITEHOUSE HALL	12

## Parking\*

DISABILITY PARKING
STUDENT PARKING
ADVISORY PARKING
CONTRACT PARKING

\* PARKING SPACES ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALWAYS FOLLOW THE DIRECTIONS OF THE PARKING SIGNS AND THE CAMPUS MAP.

FOR CAMPUS SAFETY CALL 425-388-9990



## Directions to CCEC - Everett

**From I-5 Northbound:** Take exit 189 (Mukilteo/Whidbey Island). Once in the exit lane stay to the left and go up and over I-5 onto Hwy 526 West. Proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

**From I-5 Southbound:** Take exit 189 (Mukilteo/Whidbey Island) and proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

## Directions to Main Campus

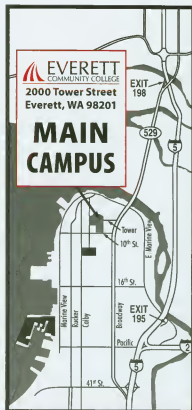
**From I-5 Northbound:** Take Exit 195 and turn left onto E. Marine View Drive. Go one-half mile to 16th Street and turn left. Follow 16th Street to Broadway, turn right onto Broadway and continue to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance and campus parking to your right.

**From I-5 Southbound:** Take Exit 198 and follow the highway south into Everett to Tower Street and turn right. Follow Tower Street two blocks and turn left to the main college entrance and campus parking to your right.

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its programs and activities, or employment. The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425) 388-9236. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425) 388-9232.

## Off Campus

CCEC-Everett	Corporate & Continuing Education Center
Offsite	Off-site Campus
PEC	Aviation Maintenance Technology School at Palen Field Aviation Complex
CCEC-Monroe	Monroe East County Campus
Bothell	Cascadia College



EvCC-Main • 2000 Tower St., Everett  
Bothell • 18345 Campus Way NE, Bothell

CCEC-Everett • 2333 Seaway Blvd., Everett

DATED MATERIAL

EVERETT COMMUNITY COLLEGE

Expect Excellence

Jump Start Your Career

**Get the job you want: enroll  
in a short certificate today.**

- Manufacturing  
Pre-Employment
- Precision Machining
- Composites
- Lean Six Sigma Yellow  
or Green Belt
- Human Resources  
Management